

Tiverton Library Services Building Committee

MEETING MINUTES

14 April 2010
7 PM, TivertonTown Hall

Present:	Kathy Ryan, Mark Rapp, Eileen Browning, Ann Grealish-Rust, Lee Hoyer, Dick Bixby, Barbara Donnelly
Absent:	Don Wilbur, Ginny Eagan, Bill Anderson, Leroy Kendricks, Kerry Kennedy
Guest:	None

February-March Minutes

- Meeting minutes of 23 February 2010 were presented and amended. Motion to approve as corrected by Dick Bixby and second by Eileen Browning; committee voted to accept.

Treasurer's Report

- Treasurer was not present. Barbara read the bank statement. \$1,070.68 in Building committee account.

Library Reports

- Trustees – Barbara reported that the Trustees will use the Foundation account and some of the endowment to complete the work with architect and keep the process moving forward. At present there is \$12,592 in the Foundation account. Eileen made a motion, second by Lee, to move the Building Committee funds in the foundation account, and closeout the Building Committee account. All voted aye. Ginny will complete this transfer.
- Foundation/Fiscal – Barbara said that Dan Barry presented a positive fiscal feasibility report and a prospectus for his work moving ahead. The Foundation is currently reviewing the proposal and will make a decision.
- Friends – Kathy reviewed all of the ongoing work and effort to deal with flooding of the Essex. She also presented a copy of the Friends newsletter. Her report along with a copy of the newsletter has been attached to this report.

Resignation

- Kathy Ryan submitted a letter of resignation, effective 15 April 2010. It is with great regret that it was accepted by the committee. All thanked her for service and dedication to the Library and this project. She will remain as a committee member and Friends of the Tiverton Library representative. See attached letter.

Building Committee By-laws from Trustees

- Kathy requested a review and comment of the proposed TLSBC Charter. Barbara stated that since the TLSBC was created by the Trustees, and the Charter was written by the trustees, that the building committee, and its members, cannot propose any changes or improvements to the Charter. Therefore the committee and its members must accept the Charter as presented.

Elections

- Chair – Dick nominated Lee Hoyer, second by Eileen. Committee members voted aye - unanimous
- Secretary - Dick nominated Mark Rapp, second by Eileen. Committee members voted aye - unanimous
- Treasurer – Committee decided to hold on election and continue Ginny Egan at this time.

DPA Report

- Dick presented a project update from DPA (see attached document). After discussion with the building committee members, Dick was asked to do the following.
 - ⇒ Dick will get Jay Lucker and Karen Mellor to review the reductions in program area and assure the committee that the requested reductions, will not negatively impact State funding of the new library.
 - ⇒ DPA will then make minor changes to the floor plan, based upon input from Jay, Karen and Ann, and in accordance with changes requested by the building committee.
 - ⇒ DPA then will make an informal presentation to the full committee, of the floor plan only, showing changes and ready to discuss options.
 - ⇒ DPA stated that this work will cost \$5,000.

⇒ When the changes are reviewed and approved by the building committee, Dick will then negotiate with DPA for additional services if necessary.

- Invoice – DPA presented an invoice of \$1,411.83 for expenses, related their work. Dick made a motion to recommend payment, second by Eileen, committee voted to approve and send to the Trustees for payment.

Grant writing

- Eileen reported that the Newport County Fund had requested to meet with a Trustee, Building Committee member and the Director to review the grant applications. The committee took this as a positive for the grant.
- Eileen reported that she, Phil, Lee and Ann attended a committee workshop sponsored by Fidelity which was very helpful. She will forward an e-copy of the slides to members who are interested.

Marketing and Communications

- Lee reported that they received six responses from the RFP, and that two firms stood out, Orange Square and O'Toole and Parr. The subcommittee will meet with each and make a recommendation to the Building Committee. Their recommendation will then be passed on to the Trustees

General

- Barbara recently attended two workshops which were very helpful. The first, by Steelcase, showed the integration of furniture and electronics which should be considered as the design team moves forward. The second, a Library design symposium in Southborough, Massachusetts, this was helpful in showing the different ways in which new libraries are moving into the 21st century.

Meeting

- The next meeting of the TLSBC shall be on Wednesday, 12 May 2010, 7 PM at Essex, if possible.
- Motion to adjourn by Dick, second by Lee. Committee approve unanimously.

END OF MINUTES