

**LIBRARY & SENIOR COMMUNITY CENTER PROJECT
STEERING COMMITTEE**

Monday, March 7, 2011

4:00 p.m.

Marshfield Public Library – Beebee Forum Room

Chair Coy called the meeting to order at 4:02 p.m.

Attendance: Jason Angell, Kelly Cassidy, Steve Coy, Becky Spencer, Don Zais and Lori Belongia

Others Attending: Steve Barg (joined the meeting at 4:08) and Mary Page

Absent: Ruth Elderbrook, Becky Hueber-Leu, Chris Meyer, Russ Stauber, and Olivia Valenza.

Motion by Zais, second by Spencer to approve the minutes of February 7, 2011. All ayes. Motion carried.

Motion by Spencer, second by Zais to accept and place on file the minutes of the February 24, 2011 Funding & Capital Campaign Subcommittee and the February 25, 2011 Marketing & Communications Subcommittee. All ayes. Motion carried.

Update on the Request for Proposal for Architecture and Engineering Services: The first step in this process will be to prepare a RFQ (Request for Qualifications) to determine which architectural/engineering firms have experience in planning libraries and community centers. The RFP (Request for Proposal) committee has looked at several RFQ's already prepared by other communities to get some ideas. The RFP committee meets on March 17th to go over the draft of the RFQ. Once it is determined which firms are best suited and select firms will be invited to respond to an RFP. Interviews will be set up with the top responding firms is expected to be selected and on board by July.

Update on the Library & Senior Community Center CIP project: Angell reports that the CIP project has been reviewed and discussed at length. There are plans for a fund raising campaign, Budget funds are earmarked for 2013 and ground breaking for the new building is expected to take place in 2013. However, plans may need to be juggled around depending on what is happening with Governor Walker's plans for Wisconsin.

Update on the progress with Senior Citizen involvement & transition plan: Cassidy is working with Zais to create a list of places where the seniors will still be able to gather and do their regular activities during the renovation part of this project.

The next meeting for this group is April 11, 2011 at 4 p.m. Agenda items for next month will include updates on the CIP & RFQ.

Hearing no other business, the meeting adjourned at 5:06 p.m.

Respectfully submitted,

Mary Page