

Minutes of the March 9, 2011 meeting of the
Design and Architecture Subcommittee
Library General Conference Room

Present: Jim Alexander, Lori Belongia, Chris Jockheck, Kris Keogh, Ken Krahn, Randy Lueth , Shirley Mook,
Bill Penker, Dick Pokorny, Donna Rozar, Jim Schmidt, Becky Spencer, Aaron Staab, Ruth Voss, Don Zais
Guest: Joann Ampe

The meeting was called to order by Chair Keogh at 6:30 pm.

All present introduced themselves and stated their interest in serving on this Subcommittee.

The Chair asked that all Subcommittee members consider serving as Secretary. Belongia and Keogh both took notes for this meeting.

Belongia clarified the open meeting law quorum requirements. Agenda & Minutes of all meetings need to be posted for the public. Meetings are open to the public. Discussions regarding Subcommittee matters should not take place outside scheduled meetings. A quorum of 1/3 members is required; at this point the Subcommittee has 20 members, 7 being the current quorum.

Zais made a motion to accept the "Design & Architecture Sub-committee Charges" as presented; motion seconded by Rozar. In the discussion which followed changes in the charges were recommended. Zais withdrew his motion, Rozar withdrew her second. Krahn made a motion to accept the "Design & Architecture Subcommittee Charges" as revised; Zais seconded the motion. Motion carried unanimously. "D&A Subcommittee Charges" as revised are attached.

Project and subcommittee timelines were passed to all members and briefly discussed.

Regular D&A Subcommittee meetings were set for the second Wednesday of each month, starting on May 11, 2011, at 6:30 pm; meetings to be held in the Library General Meeting Room.

Members were asked to familiarize themselves with the current listed needs of the Library by the next meeting. Lori gave all members a spreadsheet (July 2011) and the "Library Staff Interviews" outline (as revised in July 2011), both which list general Library needs. Other items for the next agenda include (1) adding the recommended "Public Comments" to the agenda list; (2) Review of the Organizational Chart for the Project; (3) Update on the Capital Improvement Plan and RFP progress ; (4) Update on other possible project entities.

Rozar asked that listings of all committees and subcommittees involved with this project, along with their members, be made available to the members of this Subcommittee. Belongia will get that information to all members.

Belongia briefly answered questions regarding how an architect will be chosen; the relationship between this Subcommittee and the Steering Committee; funding for the project; and additional information on Library needs in terms of square footage for miscellaneous spaces.

Meeting was adjourned at 7:33 pm.

Respectfully submitted,

Kris Keogh, Lori Belongia