LIBRARY & COMMUNITY CENTER PROJECT
STEERING COMMITTEE

Monday, June 13, 2011
4:00 p.m.
Marshfield Public Library – Beebee Forum Room

Chair Coy called the meeting to order at 4:00 p.m.

Attendance: Jason Angell, Kelly Cassidy, Steve Coy, Becky Spencer, Russ Stauber, Don Zais and Lori Belongia, Steve Barg, Ruth Elderbrook

Absent: Becky Hueber-Leu, Chris Meyer

Also present: Mary Page and Joanne Ampe.

Motion by Angell, second by Zais to approve the April 11, 2011 minutes . All ayes. Motion carried.

Motion by Elderbrook, second by Cassidy to accept and place on file the minutes of the May 11, 20111 Design & Architecture Subcommittee which included revision of their charge, April 28, 2011 and May 19, 2011 Funding & Capital Campaign Subcommittee, and the Ma y 17, 2011 Marketing & Communications Subcommittee. All ayes. Motion carried.

Update on the Request for Proposal for Architecture and Engineering Services: Belongia notes that RFQ (Request for Qualifications) were sent to over 40 firms and a great deal of interest has been seen. The RFP (Request for Proposal) committee is preparing an RFP. The top 10 firms from RFQ evaluation process will be invited to answer the RFP. After the RFP committee reviews and evaluates those responses, interviews will be set up for up to 5 of the firm. The interviews will take place in late June. The Steering Committee is invited to submit questions for the interviews and members are welcome to be present in the room during the interviews. The plan is to select and have a firm on board by August.

Update on the progress with Senior Citizen involvement & transition plan: Cassidy and Zais have discussed several possibilities including space at the Shoppes at Woodridge mall. With the delay in the project, it is too early to do more than look for possibilities as space availability is likely to change before a commitment is needed for the transition.

The progress of each of the subcommittees was reviewed and their needs discussed. Marketing & Communications is asking for a set amount that could be used to produce campaign materials. Approaching local printers for collaboration and possible discounts was mentioned. Marketing also asks that we meet with the Meissner's to clarify the goals of their proposed project with the Middle School to avoid conflicts and misconceptions. The Design & Architecture committee will be dividing into smaller group with each approaching the project with the perspective of a specific set of people impacted by the facility. They have also decided not to move too much further forward until an architect is on board. The Funding & Capital Campaign subcommittee is dividing into task groups for about six months to work on lists of background information on groups of potential donors, fundraising guidelines/policies, and campaign approaches for specific public audiences.

Common to all of the subcommittees and task groups is a need for a base timeline into which they can slot their activities. Angell and Belongia will bring a base timeline with quarterly demarcations to the next Steering Committee meeting. It should include decision points to move ahead or pause the project and consider a Plan B.

Ways to involve or inform those who are uncomfortable or against the project will be sought. The idea is to make sure that everyone's voice is heard and that their concerns are considered.

The next meeting for this group is Monday, August 1, 2011 at 4: 30 p.m. Agenda items for next month will include updates on the RFP and architect selection.

Seeing no other business, the meeting was adjourned at 6:10 p.m.

Respectfully submitted,

Lori Belongia