

**LIBRARY & COMMUNITY CENTER PROJECT
STEERING COMMITTEE**

Monday, August 1, 2011

4:00 p.m.

Marshfield Public Library – Beebe Forum Room

Chair Coy called the meeting to order at 4:03 p.m.

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

Absent: Becky Hueber-Leu, Chris Meyer

Also present: Joanne Ampe, and Kris Keogh.

Motion by Stauber, second by Zais to approve the June 13, 2011 minutes with a change to the next meeting start time to read 4:00 p.m. on August 1, 2011 . All ayes. Motion carried.

Elderbrook was thanked for her gracious provision of cheesecake refreshments.

Motion by Elderbrook, second by Zais to accept and place on file the minutes of the June 24, 2011 Marketing & Communications Subcommittee and June 29, 2011 Public Campaign Task Group of the Funding & Capital Campaign Subcommittee, and the March 2, 2011, March 21, 2011, April 11, 2011, April 18, 2011, April 24, 2011, June 22, 2011 June 30, 2011 and July 11, 2011 meetings of the Library & Community Center Request for Proposal Committee. All ayes. Motion carried.

Update on subcommittee activities: The Design & Architecture Subcommittee Kris Keogh mentioned that their next meeting is August 11 at 6:30 p.m., where the group will begin to divide into task groups that will each focus on the needs of specific user classes of the facilities, for example public visitors (adult, children and handicapped) and employees (public service, maintenance and administration) . Angell noted that the Funding/Capital Campaign task groups are preparing a small public awareness and fundraising campaign called “Change for Change” that will collect loose change in a variety of businesses, a campaign for school children, gathering background information for a letter writing and solicitation campaign and developing fundamental fundraising guidelines. Belongia noted that the Marketing & Capital Campaign Subcommittee has established a project logo, is working on video interviews about the use of current facilities and wants for the new one, and answers to a set of frequently asked questions.

Update on progress with Senior Citizen involvement and transition plan. Butch and Shirley Walsh have joined the Marketing & Communications Subcommittee . While the transition plan is on hold until we are closer to construction, Cassidy and Zais continue to stay on the alert for possibilities.

Update on the Request for Proposal for Architecture and Engineering Services: Barg summarized the process and decisions. Zimmerman Architectural Studios, Inc. has been selected and the contract negotiations have begun with them.

A draft timeline was reviewed. The Steering Committee and its subcommittees will list their milestones to the timeline. Then those milestones will be slotted into the timeline their activities.

Ideas of how to assure that the public is informed and aware of project progress included an email of all upcoming subcommittee meetings with the link to the Senior Citizen interview video, invitations to everyone on the project interest listserv to the architect's kickoff meeting and a press release to the general public, too.

The next meeting for this group is Monday, September 12, 2011 at 4: 00 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 4:57 p.m.

Respectfully submitted,

Lori Belongia