



## Minutes

### MEETING OF THE LIBRARY AND COMMUNITY CENTER PROJECT STEERING COMMITTEE

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**Monday, Sept. 12, 2011**  
**Beebee Forum Room, Library**

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

Attendance: Kelly Cassidy, Steve Coy, Ruth Elderbrook, Russ Stauber, and Lori Belongia

Absent: Jason Angell, Steve Barg, Chris Meyer, Becky Spencer, Don Zais

Also present: Joanne Ampe, Olivia Valenza and Amber Kiggens Leifheit

Motion by Elderbrook, second by Stauber to approve the August 1, 2011 minutes. All ayes. Motion carried.

Motion by Stauber, second by Elderbrook, to accept and place on file the minutes of the May 19, 2011 Funding & Capital Campaign Subcommittee, and the July 13, 2011 Design & Architecture Subcommittee meetings. All ayes. Motion carried.

Kiggens Leifheit explained the process for setting up an account with the Marshfield Area Community Foundation, the services that would be delivered, along with the management costs. She also noted that the MACF Board would be meeting to consider adjusting their usual fees for this project as it is consistent with their mission, is a high profile project and would highlight the capabilities of MACF. Belongia noted city administration discussed the idea of splitting any set up fees between the city and the Marshfield Public Library Foundation. The Library Foundation board members have voted 7 -1 (with one not voting) in favor of splitting the fee with the city up to a set amount.

Motion by Elderbrook, second by Stauber to approve moving forward with establishing an account for private donations to the Marshfield Library & Community Center project. All ayes, motion carried

Belongia explained the request for a budget resolution to repurpose \$65,000 of borrowed fund unspent for architectural services to contract for up to \$60,000 in project assistant and fund raising services, plus \$5,000 for promotions. There was much discussion.

Motion by Stauber, second by Elderbrook to recommend contracting for the services of a project assistant not to exceed 20 hours per week for the duration of the project. The project assistant would schedule, notify and record meetings, as well as be general support for the project and keep the project timeline current. An RFP outlining desired project assistant services will have to be drafted. Fund raiser services would be contracted based on specific needs as identified by the Funding/Capital Campaign Subcommittee. All ayes, motion carried.

The importance of integrating Steering Committee and Subcommittee points into the timeline was discussed. Sharing the timeline with Zimmerman on Thursday was recommended. It is hoped that we'll have a better grasp of where points must be placed after our visit with them.

The Steering Committee portion of the Architects' kickoff will include a discussion of the project assistant, as well as, clarifying roles, responsibilities and expectations. Feedback on the draft timeline will be requested.

The Steering Committee plans to provide brief updates to the Common Council on a quarterly basis starting in November with various members taking turns with the presenting responsibilities.

Update on subcommittee activities: The Design & Architecture Subcommittee Kris Keogh mentioned that their next meeting is Sept. 10 at 6:30 p.m., where the group will divide into task groups and speak with Library staff about their specific needs and those of users visit their sections. Belongia noted that the Funding/Capital Campaign task groups is working on a small public awareness and fundraising campaign called "Change for Change" to collect loose change in a businesses, a campaign for school children. The Funding & Capital Campaign Subcommittee is gathering background information on prospective donors, has selected a set of donor levels for recommendation, developing a naming rights policy for recommendation. The Marketing & Capital Campaign Subcommittee is working on a video to explain the project, preparing answers to a set of frequently asked questions that will be mounted on the project webpage, a brochure explaining the project and asking for donations is being drafted.

The matter of a petition circulating among users of the Marshfield Senior Community Center was discussed. The petition states that they wish to make their voices heard. They "want to keep our old Senior Center in the building that exists now. We only need some repairs made to the building. We feel there is no reason to increase taxes on the residents of Marshfield for a new building for the Seniors." The petition has not been officially presented as yet. Coy plans to attend the Friday, Sept. 16<sup>th</sup> meeting of the Senior Citizen's Council to share and gather information.

The next meeting for this group is Monday, October 10, 2011 at 4: 00 p.m. Agenda items for next month will include the timeline, progress with the architect, updates on the subcommittee activities, MACF account progress and the professional services.

Seeing no other business, the meeting was adjourned at 5:47 p.m.

Respectfully submitted,

Lori Belongia