

Minutes Upton Library Feasibility Committee
Town Hall, Little Town Hall Meeting Room
October 27, 2014

The monthly meeting of the Library Feasibility Committee was called to order at 7:02 p.m. Members in attendance were: Linda Arthur, Michelle Goodwin, Fran Gustman, Kelly McElreath, Alan Rosenfield, and Bill Taylor. Adjunct members present were: Matthew Bachtold and John Robertson, Jr. Judith Katz was also present.

Matthew initially ran the meeting and took notes.

1. Introduction of Feasibility Committee Members and Adjunct Members
2. Induction of Members by the Town Clerk: five present members were sworn in.
3. Election of Officers – Motions were seconded and passed unanimously to elect Michelle Goodwin as Chairman, Bill Taylor as Vice-Chairman, and Fran Gustman as Secretary.
4. Schedule Meeting Times: It was decided that meetings would be held twice a month, Tuesdays at 7:00 pm, in the Town Hall conference room on the ground floor.

5. Charge to the Feasibility Committee

After discussion, a motion was seconded and passed unanimously to approve the "Charge to the Library Feasibility Committee."

The Charge includes making recommendations to the Board of Trustees to:

- a. Hire the Owner's Project Management (OPM), who will help to select the architect.

- b. Find and consider sites for a new or renovated building.

- c. Produce a schematic plan and cost estimate suitable for presentation at Town Meeting

Approved minutes will be available to the public on line.

The Committee agreed, without objection, to forward approved Minutes to the Town Clerk and to the Library Board of Trustees. Matthew will forward the Minutes.

The deadline for spending the money allotted by the state grant is June 30, 2016.

6. Financial Report

Matthew reviewed the Library Planning and Design 2015 Budget. In the revenue column, he noted that the Town's contribution of \$22,000 will be first to be spent. The expenses are an educated estimate.

The Feasibility Committee expressed the desire to be kept apprised of the finances by the Trustees of Upton Library. Matthew will bring this up at the next Trustees meeting.

7. Needs Assessment and Building Program

- The Library Building Consultant (LBC) is Mary Braney, hired for \$5,725. She will attend some Feasibility Committee meetings.
- Four notebooks containing the Planning and Design Grant Application were handed out for review and the contents, minus the photographs, will be sent by email to all members.
- Kelly noted that it is possible to send the library survey to the community as an insert in the Census, with the additional cost of the mailing to be paid by the Library. She will consider approving this after review by the Town Manager. The survey could also run on the website. The survey should be ready by December 15 for mailing.
- A discussion was had about creating a subcommittee to work with the LBC on the needs assessment and building program.

8. Site Selection

- The first important task will be site selection: brainstorming, using assessor's maps, town-owned land, and fifteen years of background work.
- Matthew has sent every town committee a letter asking for site suggestions. Feasibility Committee Members were requested to bring a list of possibilities to the next meeting.
- Council on Aging (COA):
Alan proposed asking the Trustees if they want to amend the Charge to looking for site selection with a multi-use in mind. Does the COA have the organization to join in this purpose?

9. Owner's Project Manager. This is the second important task.

10. Audience Participation. None.

The meeting concluded at 9:02 pm.

Action Items:

- All members are to brainstorm and bring a list of possible sites.
- Kelly, Bill and Matthew will gather samples and information for the Owner's project manager RFQ.

The next meeting of the Upton Library Feasibility Committee will be Tuesday, November 25 at 7:00 pm at the Town Hall, ground floor conference room.

Respectfully submitted,

Fran Gustman, Secretary
Upton Library Feasibility Committee