

MINUTES DRAFT

UPTON LIBRARY FEASIBILITY COMMITTEE

December 9, 2014, 7:00 P.M.

Town Hall, Ground Floor Conference Room

In attendance:

Upton Library Feasibility Committee Officials: Michelle Goodwin, Chairman

William Taylor, Vice-Chairman Fran Gustman, Secretary;

Linda Arthur, Alan Rosenfield. Also, Mike Gleason, Milford Daily News

Upton Library Trustees: John Robertson, Jr., Chair

Adjunct Member: Matthew Bachtold, Library Director

1. The meeting was called to order at 7:02 pm. A motion was seconded and passed unanimously to approve the agenda.
2. Review of Charter, goals and objectives, definition as a “working committee.” The Feasibility Committee, as a “working committee,” must meet deadlines, particularly those of the Board of Trustees of the Upton Library, and must, therefore, have flexible meeting dates. Michelle requested that members leave Tuesdays open for committee meetings through March.
3. Approve Minutes of 25 November 2014 meeting. A motion was seconded and passed unanimously to approve the amended Minutes of November 25, 2014.
4. Financial Update. There were no changes.
5. Needs Assessment and Building Program Update.
 - 5.1. Meeting with Mary Braney. Members introduced themselves to Mary. Mary explained that her task is to uncover needs ranging from the thought-provoking to the mundane; she noted that the building program in 2004 predicted doubling in population by 2024 and posed the question: Why hadn't that happened and how it would impact future building needs?

Mary: What is your vision for library service over the next 20 years? Alan: incorporation of technology. Michelle: family information and work center, workshops, local history. Fran: help center and literacy model. Linda: collaborative, evaluation of information. John: one of the few sources left of truth and freedom; unbiased information. Matthew: the internet makes it very easy to hear only like opinions, historical archives. Bill: on-line learning in an environment in which sharing can be done with other people, a library is the resource for what is not on the internet, sharing of resources, free resources, the Historical Society benefits from its location close to the library.

Mary: If money were no object, what would you want to include, such as a climate-controlled space or electric car-charging stations? Michelle: bicycle parking; drive-through for pickup. Alan: library stations throughout the community.

5.2. Review Draft Survey to be distributed in January. The survey was discussed line by line.

6. Communication from Library Trustees.

6.1. Update on Workshop with Mary Braney and Capital Budget Committee of December 1, 2014.

Matthew described the atmosphere of the workshop as very positive. He said the Capital Budget Committee had four specific questions for the trustees to consider:

1. regionalization of library services
2. rehabilitation of the Knowlton-Risteen Building
3. defining libraries for the next twenty years, according to the people who are paying for it, and
4. if the Wisconsin library standards are up to date, in order to have the correct physical standards of a future library. Matthew explained that while the engineering measurements cited by Wisconsin will be correct, the standards prompted by ideology are lagging behind current thought.

6.2. Update any matters from the Board of Library Trustees Meeting of December 1.

John noted that the Council on Aging needs to have its proposal to the Trustees by February 2, 2015.

Michelle asked that Feasibility Committee members individually review and make changes to the Mendon OPM to make it applicable to Upton Library design services. Bill is to research terminology to learn which is the correct usage: RFQ (Request for Qualifications) or RFS.

Items 7-11 were tabled until the next meeting.

7. Request for Qualifications (RFQ) for Owner's Project Manager (OPM)
 - 7.1. Review Draft of RFQ for OPM (vote to approve or revise) – goal: Jan advertisement
 - 7.2. Discuss Rating Criteria for OPM (vote to approve or await revisions to RFQ)
 - 7.3. Assign: submission for advertising, creation of rating worksheet
8. List of Potential Sites
 - 8.1. Review listing of 13 current sites for investigation (including maps)
 - 8.2. Discuss Questions We Want to Consider for Rating Criteria for Sites
 - 8.3. Assign: two (2) sites per committee member for any further investigation needed
9. Audience Participation.
10. Future Meeting Date(s) – December 16 (if needed for RFQ review), otherwise January
11. Other topics not reasonably anticipated by the Chairman 48 hours in advance
12. At 9:13 pm, a motion was made, seconded, and passed unanimously to **recess** [amend to **adjourn** at December 16, 2014 meeting] until Tuesday, December 16, 2014.

