

Meredith Public Library Board of Trustees Special Meeting
Tuesday, May 1, 2018

The meeting was called to order at 6:00PM by Trustee Chair Ann Butler.

Trustees Present: Jonathan James, Ann Butler, Bonnie Ireland, Betty Strader, Paul Eldridge, Sarah Johnson (alternate for Lisa Garcia), Paula Wanzer (alternate for Ginny Lovett)

Absent with notice: Lisa Garcia, Ginny Lovett

Others Present: Erin Apostolos, Library Director, Christopher Leland, Assistant Library Director, Bill Bayard, Trustee Alternate, Jim McFarlin, Fundraising Chair, Ron Lamarre, Architect

- I. Questions Regarding the building project and preparation for presentation to the BOS with Ron Lamarre. (1 hour)
 - a. Lamarre gave a presentation explaining the differences between Design-Bid-Build, Design-Build, and Construction Manager at Risk (CM@Risk) and explained the pros and cons of each. He will be emailing a copy of presentation out for the trustees. Ron has experienced all three models and believes that CM@Risk would be the best model for us.
 - b. CM@Risk is an open book for the owner. They are party to all aspects of the bid process. For example if the owner wants to know how much the bids for painting the building were, they can review all of those bids, decide they don't want to work with a certain painter and be involved in all decisions if desired. The process is transparent to the community before the project starts.
 - c. There is a guaranteed maximum price and all remaining funds go back to the owner.
 - d. Owner can select a Construction Manager; (CM) pre-qualified which means they must meet certain criteria (RFQ process.) CM is responsible for keeping the schedule.
 - e. Lamarre recommended a building committee that would advise the library trustees. You want people on the committee who understand construction and numbers and are capable of making good decisions. Can also have a design committee (more concerned with aesthetics of the building) and a sustainability committee (more concerned with energy savings.)
 - f. We then discussed concerns BOS may have: How does GMP work? Was the price based on square footage alone? Lamarre will explain how GMP is obtained to the BOS. Also, concern on the ramps and how they will look. That will be in the presentation. Handicap access, parking and drop-off will also be addressed.
 - g. Packet with information should go to BOS in advance (design and estimate)
 - h. If we change the design, price may change either up or down depending on extent of change.

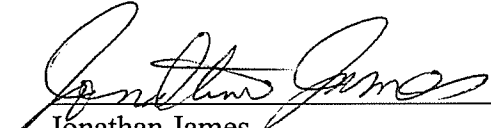
- II. Vote to hire a lawyer to help set up a 501c3 for the Capital Campaign. (10 minutes)
- a. Ireland attended a trustee orientation that explained difference between Friends and Foundations as well as other trustee money questions. Webinar is available https://www.youtube.com/watch?v=8fy6H_GNY0w&feature=youtu.be
Slides:
<http://www.nhlta.org/ckfinder/userfiles/files/2017%20Other%20Money%20Webinar%209-18-2017.pdf>
- b. McFarlin, Apostolos and Strader attended Friends meeting to see if fundraising for the building could fall under their umbrella. After meeting with them and doing some research, they believe the trustees need to set up their own 501c3 and ask that the trustees make a motion for Strader and Apostolos to meet with a lawyer to start this. Not to exceed \$3000.
Eldridge makes a motion that the trustees hire Heidi Barrett Kitchen to help set up a 501c3 for the purposes of running a capital campaign for the library building project fee not to exceed \$3000. Ireland seconds. Motion carries. Johnson abstains.
- III. Discussion on hiring a Website designer. (10 minutes)
- a. Apostolos consulted with Leland regarding a fee of \$2500 for a professional web designer to design a Website for the capital campaign. He believes that this an extremely reasonable fee. ***Strader makes a motion to hire Fran Orenstein to design a website for the library building project capital campaign for a fee not to exceed \$2500.00. Eldridge seconds. Motion carries.***
- IV. Project Timeline. (10 minutes)
- a. Strader, McFarlin and Apostolos met with Kate Bishop Hamel, a professional fundraising consultant. She is coming on May 8 to discuss what is involved in a fundraising feasibility study. Her fee is \$15,000. Apostolos has applied for a grant for \$7,500 to fund this and will be applying for at least one other grant to help fund it. Strader also feels we should set aside another \$4500 for any supporting materials we will need to support this study. Apostolos reports that we have \$13,000 we can expend towards the lawyer, website and fundraising consultant but the trustees will need \$25,000. Strader will investigate trustee funds to see where we might be able to pull the extra money needed. We are also waiting to hear back about grants for funding. ***James makes a motion that the trustees hire Kate Bishop Hamel for \$15,000, contingent on the trustees being satisfied with her presentation on May 8. Eldridge seconds. Motion carries.***
- b. We will need a committee to create invitation packets for the Feasibility Study. Eldridge, Strader, Butler, Johnson, McFarlin and Apostolos will work on this. Butler recommended that we ask Pamela Coburn to help as well. Apostolos will set up a meeting time.


V. Other Business

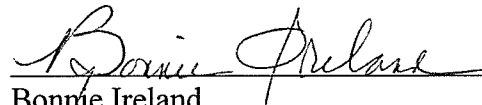
- a. Bayard will send report of his findings for lights in the children's room for next meeting.
- b. Meeting adjourned at 8:06PM.
- c. Upcoming Meetings
 - i. BOS, May 7 @Community Center, 4:30PM.
 - ii. Trustees May 8 at 6PM at the library

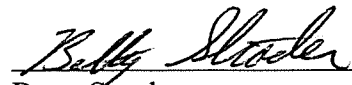
Respectfully submitted,

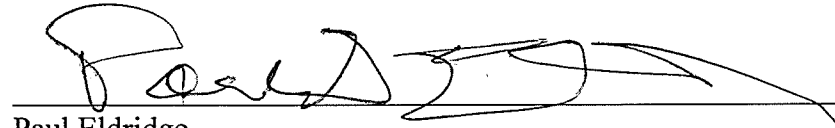
Erin M. Apostolos

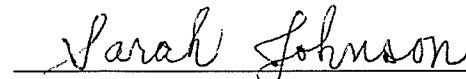

Jonathan James

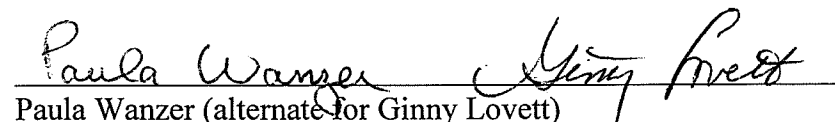

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