• Call to Order /8:35 AM

• Agenda/Changes or additions: Pam let the committer know that the new Trustee, Susan Troy will replace Thomas Murray on the committee. The only time that she is able to meet is late afternoon around 4:30.

Attendance:
Pam Becker, Jane Southworth, Lindsay Bellville, Elizabeth Tanenbaum, Christine de Vallet, Therese Marcy

3. Public Comment: no public comment

4. Minutes of 2/23/2015 were approved

5. Old Business: no old business

6. New Business: Pam updated the committee on a preliminary meeting held with her, as head of the committee, Jerry Carbone, Library Director and Jim Williams architect. There was a subsequent meeting with Jim Williams and Jerry Carbone. A proposal was drawn up with 3 potential meetings that came with a quote of $5,000 for architectural services. This is a sum that requires the project to go out to bid to at least 3 architects. The Trustees suggested that Jerry write a proposal. Jerry is sending the proposal to at least 3 architects with a deadline of 5/12/2015. The Trustees will review the proposals at their May meeting.

Pam distributed the list of tasks that would be included in the 3 meetings with the architect. Discussion continued on the scope of the project in light of the projected cost and the fact that the Library will have a new director by the end of 2015.

After much discussion we agreed to the suggestion made by the Trustees. It was decided that we would only follow through with first meeting with the architect in 2015 in order to allow the next Director to continue with the leadership of this project. Phase 2 & 3 will continue in 2016 with the next Director.

We discussed making this meeting with the architect more efficient and comprehensive by staff and Trustees and other Library committees making lists of things that need to be addressed in order to improve the functioning of the Library and meet the goals of the strategic plan. The lists would be prioritized before meeting with the architect.

It was decided that the Building and Grounds, Strategic Planning, Technology and Art committees would participate in a breakfast meeting along with staff and Trustees. This exercise will help us to develop a clear list of goals.

It was agreed that an architect/facilitator would be able to help to prioritize our needs and give us additional insight into solutions to meet the goals.

Actions to be taken are:
Staff and Trustees and Committees will make list for:

- Areas that need freshening
- Things that need replacing
- Areas that need renovation
- Areas the need repurposing

These lists should be brought to the May Breakfast meeting.
The meeting with the architect will be scheduled in June. Christine mentioned that she will represent the Fine Arts committee at this meeting.

7. Other: Jeanne Walsh arrived to the meeting as a member of the Technology committee and requested to be an official member of Building and Grounds committee if the schedule permits.

8. Adjourn at 9:30

NEXT MEETING DATE: TBA

After the meeting staff decided to place brainstorming lists in the office and/or staff lounge for staff to jot down ideas in the 4 outlined areas. We will have a required staff meeting on Thursday, 5/7 at 9am to discuss and consolidate the list. Who will facilitate?

We propose a Staff meeting with the Trustees and other Committees to bring their lists to a breakfast meeting starting at 7:30 am on Thursday 5/28. The actual meeting will be from 8-10am. It was suggested at the meeting the Elizabeth Tannenbaum or Christine de Vallet might facilitate that meeting. The goal of the meeting would be to have a concrete, agreed upon list to discuss with the architect at a June meeting.

We may be able to identify things that can be done this year with low cost that would not have an impact on the overall plan.

Jerry reminded me that he has 3 spots reserved for the September conference in NH that will discuss Library space planning for the future.

Also, Jerry suggested a few nearby libraries in Holyoke and Hadley that have recently been renovated. It would be nice if anyone is interested to do a field trip and bring back ideas.

Submitted by:
Therese Marcy
4/21/2015