

Pierson Library Building Steering Committee  
DRAFT Minutes

Meeting Date/Time: Monday, April 25<sup>th</sup> at 1:00 p.m. – 3:00 p.m.

Meeting Location: Pierson Library Conference Room

Attendees: Cathy Townsend, Joe Colangelo, Lara Keenan

Minutes (Draft):

1. Lara called the meeting to order at 1:05
2. Approve Agenda – Joe motioned to approve the agenda. Cathy seconded. Motion passed unanimously.
3. Approve Minutes from 4/7/16 meeting – Joe asked that we table this for the next meeting, in order for him to research how to approve these minutes now that we've had a committee member change.
4. Public Comments – no public present
5. Welcome Cathy! Cathy reported that she has met with Ruth to get updates on the Steering Committee's work, and she has attended meetings in the past.
6. Review & Set-Up for 2:00 Public Presentation Site Visit for Firms – Presentation was reviewed and discussed.
7. Check-in about Priority Status of Library Project for Selectboard & Trustees – Joe reported that the Selectboard's designation of this project as a priority gives the committee powerful forward momentum. Committee's goal should be to make some healthy progress over the next year, as it now has a responsibility to push as hard as the members can with the prioritization of this project by both the Library Trustees and the Selectboard.
8. Review Project Timeline and Set Task Priorities – Lara will work with Meagan to look at fundraising timelines. At the next meeting, the committee will look at a timeline for a possible bond vote and develop broad committee goals and deliverables. Lara and Joe will draft possible goals, deliverables, and timeline for the committee to consider and hopefully adopt at the next meeting.
9. Discuss Farmers Market Booth – Joe will work with other committees, boards, and commissions to schedule them in a rotating fashion at a Town booth throughout the summer. Steering Committee would be one of the committees in the rotation.
10. Establish to-dos and next meeting date/time. – Next meeting will be sometime during the week of May 15<sup>th</sup>, after the committee has received responses to the RFQ. Joe will connect with Colleen about a date that might work for her during that week.
11. At 1:35, the committee moved to Town Hall to prepare for the required presentation for all Firms interested in responding to the RFQ. Presentation was given by Lara, and questions were answered by Lara, Joe, Dean Pierce, and Cathy Townsend.
12. 3:05 – Joe moved to adjourn the meeting. Cathy seconded. Motion passed unanimously.