

Pierson Library Building Steering Committee  
DRAFT Minutes

Meeting Date/Time: Thursday, July 7th at 2:00 p.m.

Meeting Location: Town Offices Meeting Room #2

Attendees: Lara Keenan, Joe Colangelo, Cathy Townsend

Also Attending: Meagan Downey, Bonnie Christie, Ruth Hagerman

Absent: Colleen Parker

Minutes (Draft):

1. Lara called the meeting to order at 2:05 p.m.
2. Approve Agenda – Lara asked that some agenda items (5, 6, & 9) be moved to the beginning of the meeting (after public comments) to accommodate Meagan’s availability. Joe moved that the agenda be approved as amended. Cathy seconded. Motion passed unanimously.
3. Minutes from the 5/12/16 meeting will be tabled pending further information. Joe moved that minutes from 5/26/16, 6/20/16, 6/21/16, & 6/23/16 be approved. Cathy seconded. Motion passed unanimously.
4. Public Comments – Bonnie spoke about her research into the Pierson Library and how it has fit into the Shelburne community over the years. It used to be a prominent fixture on the green at the center of Town, and for the past 15 years, it has been tucked away and put off to the side. She expressed an interest in helping the Library regain its prominence and importance to the Town. Joe responded that it is definitely a goal of this project to make the Library more prominent in terms of its physical presence for the Town – putting it back up on Route 7.
5. Update on Fundraising Consultant Changes – Meagan gave an update on her changing role for the Steering Committee as her contract addendum comes to an end at the end of July. She has discovered that this project is not a simple one and it will continue to need careful planning. She will be available to the Steering Committee moving forward, but in a reduced capacity due to other work commitments. She reviewed the items on the contract addendum, giving updates on her progress. She made it clear that Lara will need help moving forward with long-term fundraising efforts, but further definition is needed as to what that help might entail.
6. Discuss Gift Acceptance Policy – Meagan and Lara are working on a gift acceptance policy and will bring it to the next Steering Committee meeting. Lara will send a sample policy to Joe for his review. This policy will explain what types of donations will be accepted for the project (under the new fund name discussed in the next agenda item) and how those funds will be used. This policy will be reviewed by Peter Frankenburg and the Town Auditors prior to being given to the Selectboard for review.
7. Discuss Changing Library Building Fund name to “Future of the Library and Town Center Fund” – Meagan explained the need for a change in the fund name in order to more fully comply with Federal tax law regarding restricted gifts and to more accurately reflect the larger nature of this project for the Town. Previous donors will be notified of the change. Donors will make checks out to Town of Shelburne and note that the money

is for the Fund. Joe moved that the Steering Committee recommend to the Selectboard that the New Library Building Fund be renamed to the Future of the Library and Town Center Fund as recommended by our fundraising consultant from Prximity Consulting. Cathy seconded. Motion passed unanimously.

8. Joe made a motion that the committee enter into Executive Session for the purposes of discussing the draft of a potential contract with the Town and invited the members of the public who were present to join the Committee in the Session. Cathy seconded the motion. The motion passed unanimously and the committee entered Executive Session at 2:45.
9. 3:07 – Committee exited Executive Session
10. Joe moved that the Steering Committee recommend that the Selectboard (i) Consider awarding the Preliminary Architectural Services Contract to Vermont Integrated Architecture (VIA) for the New Library, Community Center, Municipal Complex, and Historic Town Hall (ii) Recognizing the Library Building Steering Committee will Manage the Contract (iii) Only Non-Property Tax Generated Revenue will be used to Pay for this Service (iv) Recognize the Intent is to Continue a Relationship with Vermont Integrated Architecture at Least Through Construction of a New Library Building. Cathy seconded. Motion passed unanimously.
11. Discuss Community Involvement in Project and Set Initial Timeline for Engagement – Discussion about vacation schedules and using volunteers to engage the community moving forward. No action taken.
12. Discuss Expanding the Steering Committee – Committee discussed asking a Friend of the Library, an additional Trustee, someone connected to the Shelburne Community School, and another community member to consider joining the Committee. Lara will reach out to identified potential members. Joe motioned that the Steering Committee be expanded to include up to 7 members of the public, and that appointments to the Steering Committee be made only by approval of the Steering Committee. Cathy seconded the motion. Motion passed unanimously.
13. Farmer’s Market Booth in July – The Steering Committee will have a booth at the 7/16 Farmer’s Market and Joe will staff the booth. He will ask Colleen if she can join him. Lara will prep the materials.
14. Joe motioned that the Steering Committee pay up to \$2000 for Tax Consultant Services for Friends of the Pierson Library Who Will Act as 501c3 Sponsor for the Town on the Steering Committee Project. Cathy seconded the motion. The motion passed unanimously.
15. Joe motioned that the meeting adjourn at 3:40. Cathy seconded the motion. The motion passed unanimously.