



## MINUTES

New Library and Town Center Construction Committee  
October 16, 2018  
Staff Lunch Room, Town Offices, Shelburne, Vermont

### In Attendance

Steering Committee: Cathy Townsend (chair), Ruth Hagerman (minutes), Kevin Unrath, Jerry Storey, Ann Smallwood, Alice Winn (arrived late)

Public: Paul Irish

1. Call to Order at 11:08 AM
- 2.\* Consider Approval of Agenda  
Moved by: Ann/Second by: Jerry/Passed unanimously
- 3.\* Approval of minutes of 9 October 2018  
Hold until next week when Lee is here; quorum of attendees not present today.
4. Public Comment: Paul is here as an interested party from the Historical Society.
5. Fundraising update:  
Just started the fall fundraising campaign, "Giving Tuesday". Donations are quadrupled until Nov 15, possibility of doubling after that through end of November. Giving tree at the library with leaves that people can "buy". Banners should be posted next week on the construction fence. Kevin would like to do a story walk and Little Library, will check with Ravi about posting. Voting on Nov 6, 7AM to 7PM, Cathy will have a booth. Anyone can join her who would like to.
6. \*Consider approving the expenditure of project funds in partial support of a training session. Ruth moves, Jerry will second for the purposes of discussion.  
Two generous donations have been made to support a half-day workshop with Gade McArdle, a fundraising group used by many Vermont non-profits. Funds are needed to cover the remainder of the cost.
  - Jerry is not sure that using bond money for fundraising training is legitimate use.

(Alice arrives 11:23)

- Cathy points out that there is a line item for fundraising in the bond budget, and there is an expenditure precedent. The bond did pay for a staff person to assist with fundraising until that line item was spent out in the summer.
- Kevin wonders if the company has deliverables, does it offer long-term follow-up. What are we getting for our money.
- Ann is enthusiastic because this is a strategizing firm that should give us the guidance we need to cover the gap between funds out and funds in.
- Jerry suggests amending the motion to include the dollar amount.

Motion to approve the expenditure of 500\$ in project funds in partial support of a training session

Passed unanimously.

- Discussed invitees to the session.

7. \*Consider approving the expenditure of project funds for advertising  
Ann moves/ Jerry seconds

- Cathy: a 4 by 5 ad in the News is 162\$ at non-profit rate, run it 4 times
- Jerry offers an amendment to include a dollar amount

Motion to approve the expenditure of up to 650\$ in project funds for advertising

Passed unanimously.

8. Design update

Kevin. Group met yesterday, working on carpeting and exterior colors. Have met with Exterus twice, will meet again next week. Brought in a Shelburne resident to discuss color choices.

Wall mock-up being built by Neagley and Chase to help visualize the exterior.

Kevin reviewed changes to scope for value engineering interior design work.

- Flooring:  
Town Hall basement: Broadloom/marmoleum  
First floor: reduced amount of polished concrete to broadloom, changed community room to carpet tiles  
Second floor: combo of carpet tiles in high use area, broadloom in rest
- Shelving: reusing as much as possible  
Second floor: all reused  
First floor: some will be reused, amount of millwork shelving is reduced
- Millwork:  
Wood switched from maple to birch. Removed all millwork from staff room, reuse desks, countertops and cabinets. January is final decision re budget impact

9. Project budget update

No news.

10. Other business

Jerry: Requests that change orders be aggregated before presentation to SB. Some additions have been made to the CIP. Need to think within the next month about how to incorporate some expenditures as capital investments.

11. Adjourn at 12:11 PM

Moved by: Ann/Second by: Kevin/Passed unanimously