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Keene Library Annex Advisory Committee Meeting
January 13, 2016

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Present: Sally Miller, chair; Nancy Vincent; Andy Bohannon; Patty Farmer, Paul Henkel; Ken Jue; Paul Ledell; Scott Martin; Kathleen Packard; Jane Pitts; Sean Wiley, admin support; guest Al Cantor.

Minutes of the December 2, 2015 meeting: a motion to accept the minutes as written was duly made and seconded and passed unanimously.

Timeline

It will be a busy year, Sally says, and a timeline is forthcoming.

The Mayor and City manager are well versed in the nature and scope of the project and are fully supportive. They suggested that, rather than trying to individually educate the third of City Council who are newly elected, we present again to the Council as a whole. We are confirmed to present at the February 4 Council meeting, with Jack Dugan to help with a talk focused primarily on the federal new market tax credit process. This date is prior to the CIP approval session.

Site Plan Review and Rezoning

Nancy has turned in a draft of the narrative toward an application to rezone the Annex so that the completed single building has both halves in the same zone. Site Plan approval will be pending rezoning.

There has been a preliminary meeting with Finance to begin the process of getting the Library in a Tax Increment Finance (TIF) district, which will be necessary for seeking new market tax credits.

We now need to secure a contract and funding so as to allow Tappé Architects to work on Phase III, the site plan approval work.

Given that we will need approval from the Historic District Commission on the exterior design of the project, Sally stressed that it was important for KLAAC to come to consensus on the design.

As part of the CIP review process, the Planning Board and City Council will get a virtual tour of all pending projects, including the Library, on Saturday, January 23.

Fundraising Update

Patty talked about the various ways the Campaign Committee has been active in these early stages of the campaign. They have 100% participation from the committee, and 80-90% participation from Trustees and Friends.

In this initial quiet phase, an additional 80-100 people will be contacted and solicited between now and August. Patty shared the folder/brochure that the committee and their designer have developed. KLAAC was, to a man and woman, very impressed. This, along with a tour of the not-yet-announced website, produced excitement around the table.

In order to prepare presentations to civic groups, the campaign committee will be looking to members of KLAAC, Trustees, and Friends for substantive input and connections that will be helpful in spreading the word.

Energy and Environment Working Group
Nancy received an estimate for what it will cost for WV Engineering to work up some models showing cost and energy/efficiency results of employing various building envelope and systems changes. The estimate was very general, however, so they have been asked to provide more detail about the models they will use.

Ken wondered whether there were any Keene-made bricks available, even in small number for symbolic use in the project.

City Approval Process—Overview
Site Plan Approval will be needed before construction documents can be drawn up.
CIP approval will be necessary to be sure of that portion of the funding.
Both of these will be needed ahead of the December 2016 Federal New Market Tax Credit award decision.

Furnishing and Décor Group
We will need, in April or May, to form a group to consider furnishings, decoration, and equipment choices. This group will likely have a more intense meeting schedule at the beginning of its time. Ideally, it will consist of members of Library staff, Trustees, Friends, and City staff.

Future KLAAC Meetings
Sally proposed fixing 11 a.m. on the second Wednesday of each month as the standing meeting time, with additional meetings added as needed.

Motion to adjourn was duly made and seconded and passed unanimously.

Respectfully submitted,

Sean Wiley