

**Keene Library Annex Advisory Committee Meeting  
June 15, 2016**

**Present:** Sally Miller, chair; Nancy Vincent; Andy Bohannon Jennifer Bone; Jill Cielinski; Paul Ledell; Scott Martin; Kathleen Packard; Jane Pitts; Sean Wiley, admin support.

Guests: Patty Farmer and Dita Englund from the capital campaign

**Minutes** from May 11: moved and seconded to accept, passed unanimously.

### **Fundraising Report**

Sally acknowledged the “superb job” the fundraising group is doing.

Patty Farmer reports continued progress, steady momentum. We have more cash on hand than is needed to fully fund construction documents. The group is reporting semi-monthly to F.O.P. Installment payments from pledges are being received. We are inching toward the initial goal of \$3 million, with sights set on the \$5 million goal.

### **Marketing**

This group is meeting every two weeks, exploring ideas and suggestions with the capital campaign committee, looking ahead to raising public awareness and public fundraising in the fall. They are exploring options for media coverage, writing letters to the editor, opening Heberton Hall to unveil the architectural model George Scott and his student helper have nearly finished.

### **Construction Manager Selection Committee**

Andy said the selection committee had met twice, and was close to done with the paperwork needed with MEDC to launch the search. They will send out RFQs and allow three weeks for responses. Then, after review of qualifications, will choose three or four firms, interview them, and make a final recommendation by the end of July. Jane added that the process will be using a grading matrix much like the one used to select the architect.

Sally noted the chilly temperature in the Trustees’ Room, and hoped that something might be done to adjust the system. Andy said he was confident now that the City had a good group of people knowledgeable about building systems.

Sally also wanted to be sure we thought about having plentiful electrical outlets, especially in the performance and maker spaces.

## **Construction Documents**

A meeting Thursday will to discuss the contract for the Construction Documents phase of architectural services. City Council has already given approval to continue with Tappe Architects for this and subsequent phases as long as funding has been secured.

### **Timeline Going Forward**

July-August: Work begins on negotiating a Development Agreement between the City and MEDC.

Fall: preparing to go live with capital campaign, looking for that 90% mark.

November-December: Community Development Entities will know how much money they are awarded

KLAAC will have a summer hiatus, unless pressing issues arise, with the next scheduled meeting September 14.

**MOTION** to adjourn was duly made and seconded and passed unanimously. Meeting was adjourned at 12:34.

Respectfully submitted,  
Sean Wiley