

## **Keene Library Annex Advisory Committee Meeting November 9, 2016**

**Present:** Sally Miller, Chair, Nancy Vincent, Scott Martin, Paul Ledell, Jill Cielinski, Paul Henkel, Andy Bohannon, Jane Pitts, Kathleen Packard, Ken Jue, and Jennifer Bone

**Minutes:** A motion was duly made and seconded to approve the minutes of the October 12, 2016 meeting. Passed unanimously.

**Construction documents overview:** Nancy reported on what will happen during this phase.

- Jeff Hoover wants to finalize decisions about the roof and building envelope with the Energy Committee which plans to meet soon.
- By November 18, Tappe Architects will have construction documents progressed far enough for review by City Code, Engineering, Facilities, IT, etc. The plan is for a group of these City representatives to meet with Jeff on November 30.
- We are working on establishing a day of the week for a regular meeting with both Jeff and Steve Horton.

**Development Agreement:** The City Attorney is working on a Draft Development Agreement. The plan is to ask for City Council approval for the City Manager to negotiate and execute the Development agreement. The first step of that process is to bring it to the Finance, Organization & Personnel Committee on December 8 at 6:30 in Council Chambers. Sally urged all to attend that meeting if possible.

**Furnishing & Equipment Subcommittees:** Nancy reported that 5 different subcommittees are being formed to look at infrastructure needs (equipment, IT, & electrical needs) as well as what furnishings and equipment might be needed for each area. These would largely be staff committees, but Trustee and Friend involvement is welcomed.

- Circulation area and workspaces
- AV/Performance spaces
- Youth Department
- Young adult/Reference
- Public spaces & meeting rooms.

Paul Henkel asked about sound and lighting equipment, including hearing loops for the hearing impaired in meeting rooms. Nancy said that this is the kind of thing the AV/Performance spaces and public spaces groups would be looking at.

**Fundraising:** Jane reported that the Campaign is now at 72%. Marketing is in full swing. A banner showing fundraising progress will be hung over the main entrance soon. There are ads on NHPR honoring the Capital Campaign, and a series of newspaper and radio ads is planned for December and early 2017. The campaign website and Facebook pages are being updated, and Jane encouraged all to share and “like” the Facebook site. Community group presentations have been scheduled with Kiwanis, Lions, Rotary clubs and the Business After Hours group.

**State Historic Register:** Nancy reported that on Nov. 15 a small group will be meeting with Michael York, Acting Commissioner, Department of Cultural Resources , Elizabeth Muzzey, Director & State Historic Preservation Officer, and Peter Michaud, National Register, Preservation Tax Incentives & Easements Coordinator to discuss whether or not the Library Annex could be listed on the State Register of Historic Places and what the ramification of listing would be.

**New Markets Tax Credits:** Jack Dugan believes that an announcement will be made soon about the allocation of NMTC to the CDEs. That announcement will tell which CDEs have been allocated funds and amounts. Before an announcement of a specific amount for our project could be announced by the CDEs, we would need to have a guaranteed maximum price as well as a development agreement in place.

**Construction phase:** There was discussion about how bills would be paid during the construction phase. This process is provided in the Temporarily Restricted Library Renovation Trust Fund.

**Adjournment:** A motion to adjourn was duly made and seconded and approved unanimously.

Respectfully submitted,

Jennifer Bone