

Keene Library Annex Advisory Committee Meeting January 10, 2018

Present: Sally Miller, Chair; Nancy Vincent; Paul Henkel; Paul Leddell; Scott Martin; Kathleen Packard; Tammy Parrott; Judy Putnam. Minutes: Sean Wiley.

Minutes: A motion was duly made and seconded to approve the minutes of the December 13 meeting, once the stated date for today's meeting is corrected. Passed unanimously.

Construction Update: Engelberth still anticipates "substantial completion" by October 17.

The Building Committee meets once a month to review and approve requisitions.
The Construction Committee meets weekly to review details of actual construction.

January 22 they hope to begin digging for the connector. The delay, due to cold weather, of this phase should not delay the overall completion date because it is a project within the project and work continues elsewhere.

The rheostat mechanisms outside the ritual room will be moved to a display outside the makerspace.

The hearing loop in Heberton Hall will need coordination between the vendor and Engelberth. Paul Henkel is in contact with the vendor.\

Contract 2: City Manager will sign the contract after it has been through the whole approval process. The contract accounts for approximately \$600,000. Some of these funds are in the form of reimbursements from New Markets Tax Credits for design work originally paid for by Friends and Trustees.

We will be presenting nearly \$130,000 in donations at FOP on January 25.
Sally said that money left in the Heberton Hall cost center will be turned over to help fund Contract 2.

Campaign: The Campaign Committee will no longer meet, but the smaller Campaign Cabinet will meet. They will work on naming rooms or other parts of the project for donations over \$100,000. There are 6-8 qualifying gifts from interested parties. The City has a process for determining names, but the Trustees also have a role to play, and the Cabinet will help define this.

Awareness: Steve Hooper and Sean Wiley will work on a lobby display. Creating the time capsule will bring in various groups from the public.

Tammy mentioned the plan to install a time-lapse camera to capture the progress of the whole project from above. Cheshire TV is also interested in helping document the project. Sally stressed the importance of clearing any filming with City Attorney Tom Mullins.

Paul Henkel suggested the weekly email update as a place to disseminate information about the project. It could contain a link to the latest photos or video.

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

Respectfully submitted by Sean Wiley.