

Keene Library Annex Advisory Committee Meeting January 9, 2019

Present: Sally Miller; Tammy Parrott; Jill Cielinski; Med Kopczynski; Paul Leddell; Kathleen Packard; Jane Pitts; Judy Putnam; Nat Stout. Minutes: Sean Wiley.

Minutes: A motion was duly made and seconded to approve the minutes of the December meeting. Passed unanimously.

Construction Update: Andy reported via email that construction is at 82%. He is hopeful that we can get the Friends' donated book into the atrium basement sooner than occupancy. The elevator is coming along. A commissioning agent has been contacted so as to be ready when the project is ready.

Med reports that the elevator is in week two of a five-week process. The Temple and old mansion are "pretty much done." They are "pretty close" on the basement. The goal is to be able to bring some things into the spaces in two weeks.

Med has asked for a commissioning schedule.

Contract 2: The circulation and reference desks are gone. The reference site is ready for delivery of the new desk. Electrical work at the circulation desk site is nearly complete and carpet will be done there tomorrow. Monday, the installer accepts delivery of the desks, which will require a few days to install.

More furniture arrives the week following, including teen area furnishings.

AV shelving has been completed.

Library Renovation Trust: Finance Committee met with Karen Gray and found the process was working smoothly. Less than \$400,000 is yet to come in.

Campaign Cabinet: Naming of rooms inside the Library is at the discretion of the Trustees and does not need to go through the City process. Nine donors qualify; each has picked a space; exact names have been determined. We now need to think carefully about how and when to release the news of the named spaces.

Dedication Group: is meeting the first and third Wednesdays of each month. There are six sub-groups:

- Reception
- Ceremony
- Entertainment
- Exhibits
- Tours
- Maker Space
- Publicity

Time Capsule: Chuck Redfern, Larry Benaquist, Paul Henkel, and Judy Putnam are overseeing this effort. Photographer Jeff Newcomer will donate a disc with 2000 images. Dedication-related materials will be included. The capsule will have two plaques and a framed glass window.

The timing of the dedication of the capsule is still up in the air.

Fact Sheet: Paul Henkel and Chuck Redfern will provide this information. They will be sure to include things such as the superior acoustics of the Temple and the new adaptive technologies.

Respectfully submitted by Sean Wiley.