

## **DURHAM PUBLIC LIBRARY BOARD OF TRUSTEES**

### **DEVELOPMENT COMMITTEE MINUTES**

#### **DURHAM PUBLIC LIBRARY DEVELOPMENT COMMITTEE MEETING**

DATE AND PLACE: June 16, 2010, DPL, 8:00 – 9:50 AM

PRESENT: Ann Windsor, Emily Smith, Doug Bencks, Tom Madden, David Moore, Sandi Mitchell, Lisa Pfeiffer, Susan Roman, Renee Vanatta, Sibylle Carlson

S.Mitchell confirmed the contract that she would be working with the group and stated she would send D.Bencks an updated version of the contract. D.Bencks asked that all correspondence also go through A.Windsor as head of the committee.

S,Mitchell stated on oversight committee of about 6 would be an appropriate number for his phase which is the Feasibility Study phase. She passed out a summary of “Primary Tasks to Prepare for the Feasibility & Planning Study” and went over it. She would like to meet someplace with a table which would be more convenient.

The Public Hearing July 12 was discussed and how to develop a case for support.

A discussion ensued as to whether this is a good time to do the Feasibility Study as we have no plans yet to show prospective donors. D.Bencks stated an artistic rendering of a potential library could be gotten by the end of the summer following the site and building assessment that will be done as due diligence after the public hearing. It was felt this would be sufficient for the Feasibility Study and that it is a good time to proceed due to the current momentum and excitement about finding the site.

A tentative time-line was identified: Feasibility Study this fall, start fund raising in Jan/Feb 2011 which is estimated to take 12-18 months, go for a bond issue in spring, 2012. S.Mitchell stated the fund raising can continue during the bond issue.

D.Bencks stated the plan is it will be a “green building” which we will call “sustainable” for it will serve the town for a long time.

Our task is to identify 50 individuals to include in the Feasibility Study, 30 of whom will be selected to interview. S.Mitchell would like someone to set up the interview schedule. SM will find out anonymously what the BOT will give.

It was decided to begin work with SM as soon as possible. The DEVCOM will devote itself to this and plan to meet every 2 weeks.

A,Windsor is the conduit for information to S.Mitchell.

S.Mitchell sated her first payment is due when she starts this work, the 2<sup>nd</sup> payment due when she is ready to do interviews, and the 3<sup>rd</sup> payment when she gives her report. These payments refer only to the Feasibility Study which she is contracted to do separately from the actual fund raising.

Next Meeting will be Tuesday, June 29, 8AM, DPL

Respectfully submitted,

Sibylle J. Carlson