

Library Building Committee

Otis Library

June 5, 2025 – 5:30 pm

1. CALL TO ORDER
2. APPROVAL OF MINUTES
3. WORKING GROUPS
 - a. LIBRARY BUILDING CONSULTANT – Stephanie
Building & Design document (Updates?)
 - b. CONSTRUCTION - Don, Stephanie, Sue
 - i. Status of RFQ for the Architect which was to be posted by 5/14 with a deadline of 6/10 and review on 6/17 and responses to RFQ.
 - ii. Discuss the next steps to be taken to hire an architect and time frame.
 - iii. Designating members (including a member of the Select Board and Brandi Page) to the Review Team.
 - c. FUNDRAISING – Katelyn, Stephanie, Sue
 - d. GRANTS – Stacey, Steve, Celeste
 - i. Discuss status of grants submitted and other possible grants
 - e. PUBLIC INPUT/PUBLIC RELATIONS – Tom, Steve, Katelyn
 - i. Briefing on the meeting with Adam (Downes) and next steps
 - ii. Discuss plans for public input and public relations (customer relations software, website update, press releases, Wowbrary, public input forums); public meeting with Andrea and Heather.
 - iii. Use of sandwich boards and new FB page
4. NEW BUSINESS
5. SCHEDULE NEXT MEETING
6. ADJOURNMENT

THE PUBLIC IS WELCOME!