

Otis Library Building Committee Meeting Minutes

Wednesday, February 5, 2025

6:10 PM, Meeting Room, Otis Library

Members present: Sue Brofman, Stephanie Skinner, Lois Hall, Stacey Schultze, Tom Burke, Steve Barry, Katelyn Chaffee

Sue Brofman called the meeting to order.

The committee approved the previous meeting minutes.

Working Groups

Library Building Consultant-

- The committee needs to complete the SCOSI for Mary.
- The group discussed a few specifics of Mary's plan.

Construction-

- The review committee will go through the RFQ responses and bring them to the committee with a recommendation.
- Stephanie reminded the group that the OPM position is a very important position in this process and we will want to make sure it's a wonderful fit for us.

Fundraising-

- We should start planning events for the spring/summer.

Grants-

- The group is working on a grant to assist with the hiring of Development Consultant that is due 2/15.
- The group is also looking for a grant for technical assistance that could potentially cover new computers and/or website upgrade.

Public Input/Public Relations-

- Tom and Stacey visited the COA group and we hope to go again.
- Katelyn is working on getting a hold of the Fire Department to visit a meeting to fill them in on the new library.
- Stephanie will work on setting up the Library's Facebook page.

The meeting was adjourned at 7:00pm.

Respectfully Submitted,

Katelyn Chaffee, Secretary

Next Meeting: Thursday, February 27th at 6pm