

Otis Library Building Committee Meeting Minutes

Wednesday, April 9, 2025

5:30 PM, Meeting Room, Otis Library

Members present: Sue Brofman, Stephanie Skinner, Tom Burke, Steve Barry, Katelyn Chaffee

Sue called the meeting to order at 5:30 pm.

The committee approved the previous meeting minutes. Working groups shared their updates.

Construction-

- The group had another discussion on the Building & Design document. The group voted and approved the document.
- The selectboard voted and approved the hiring of Downes as the projects OPM.
- Once Downes is hired we will discuss the requirements for the hiring the architect with them and then the RFP will be posted.

Fundraising-

- A reminder was made that the goal of this project is to fundraise enough funds to minimize the ask, if any, in May of 2026.
- Stephanie/Stacey will be working on purchasing CRM software for fundraising. The next step would be hiring a consultant to provide fundraising consultation. As a reminder this funding came from a grant from the Berkshire Taconic Foundation.

Grants-

- Stephanie submitted a grant application for 2 million of federal funding to be earmarked for the new library.

Public Input/Public Relations-

- Downes will work with us on a public relations plan and a plan for continuous updates for the community.
- The group discussed the importance of Facebook as a driver for public awareness. The group will continue to work on access to the library's Facebook account.
- Katelyn and Don inquired with the fire department to see if they could provide information on the new library building progress at one of their upcoming meetings. The fire department is not able to accommodate this.
- The group discussed creating a library card campaign at all upcoming events etc.

The meeting was adjourned at 7pm.

Respectfully Submitted,

Katelyn Chaffee, Secretary

Next Meeting: Wednesday, May 1st at 5:30pm