

Special Meeting Otis Library Building Committee Meeting Minutes

Wednesday, June 25, 2025

5:45 PM, Meeting Room, Otis Library

Members present: *Sue Brofman, Stephanie Skinner, Stacey, Tom Burke, Katelyn Chaffee, Lois*

Sue called the meeting to order at 5:45 pm.

Working groups shared their updates.

Construction-

- Sue provided an update on the review committee's progress in selecting the Architect. The committee has selected their top four recommendations based on their interviews and evaluation forms.
- Interviews for the architect firms will start next week.

Fundraising-

- The group will start picking up efforts especially with our summer patrons here for the season.
- There will be a concert coming up in October of this year.

Grants-

- Since it's a bit too early to apply for many of the key grants, the group will continue working on general documents for future grants.

Public Input/Public Relations-

- Tom is working on a calendar to outline key initiatives, including public forums.
- Katelyn will work on a FAQ sheet.
- Adam from Downes is going to help with a website.

The meeting was adjourned at 6:20 pm

Respectfully Submitted,
Katelyn Chaffee, Secretary