

Otis Library Building Committee Meeting Minutes

Wednesday, July 9, 2025

5:30 PM, Meeting Room, Otis Library

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

On zoom we had Steve from Downes, Will, Michael and Yugon from TSKP

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

The committee approved the meeting minutes from June 5th and June 25th.

Working groups shared their updates.

Construction-

- Will, Michael and Yugon from TSKP, the architect firm selected for the project, introduced themselves.
- Will explained that it's a tight project timeline, but the first step is to visit and consider the site for the library. Each site will have a list of opportunities and constraints. Each site will be scored via a weighted criteria set by TSKP and the committee.
- Michael explained that over the next few weeks TSKP representatives would like to meet with key community groups along with library trustees, employees and any other stakeholders to obtain community input.

Fundraising-

- The working group is getting together tomorrow, July 10th, to review the fundraising plan for the summer and beyond.

Grants-

- Celeste has been researching grants. She's finding many of them are for programming, so it's been hard to find grants for capital funding.
- Celeste and Stacey will connect about grants.

Public Input/Public Relations-

- The community table at the Farmer's market is going to be a really important initiative this summer. We'd like a presence at as many markets this summer/fall as possible and everyone is encouraged to sign up for a minimum of 2-3 shifts.
- A hang tag for books is in design. This will be used to help distribute free books and raise awareness of our library.
- We have a tripod that was purchased to start recording videos. Tom will also purchase a ring light.
- Katelyn has a FAQ sheet that can be used by the committee and others to help answer community questions around the new library project.

The meeting was adjourned at 7:00 pm.

Respectfully Submitted,
Katelyn Chaffee, Secretary

Next Meeting: Wednesday, August 13th 5:30pm