

Gloucester Lyceum and Sawyer Free Library Building Committee

Minutes for Meeting: June 13, 2016 at 1:00 p.m.

Byers-Davidson Room

Present:

Deborah Kelsey, Paul McGeary, Peter Feinstein, Fran Aliberte, Fred Cowan, Meredith Fine, Joe Taormina

Also Present:

Owner's Project Manager: Knight, Bagge & Anderson, Inc - Alex Corbett

Meeting Called to Order: 1:00 p.m.

Meeting Adjourned: 2:15 p.m.

P. Feinstein convened the meeting at 1:00 p.m. This meeting was held to review project budget goals and public outreach strategies.

Approval of Minutes

P. Feinstein recommended the vote for approval of the June 1, 2016 Meeting Minutes.

VOTE: Mr. Fred Cowan motioned. Mr. Peter Feinstein seconded; voted unanimously to approve minutes from the June 1, 2016 Library Building Committee Meeting. Motion carried 7-0-0.

Roles and Responsibilities

P. Feinstein began by discussing and assigning roles and responsibilities of various working groups comprised of Building Committee Members. Working groups were assigned as listed:

Public Relations - F. Aliberte & P. Feinstein
Space Planning - J. Taormina & D. Kelsey
Fundraising - M. Fine
Liaison to the Board - F. Cowan
Community Relations/Outreach - P. McGeary

P. Feinstein mentioned that each working group will have defined roles that will help in the success of the project as it develops.

Discussion on Project Budget

General discussion ensued regarding the project's budget and the strategy for accumulating funds. P. Feinstein suggested the Committee entertain hiring a consultant to evaluate and quantify the giving capacity of potential donors. M. Fine will discuss fundraising objectives with the Library Board at a later date.

M. Fine proceeded to review realistic expectations for the total project budget. General estimations were discussed that included fundraising goals and Board funding. A. Corbett confirmed that determining a realistic budget at this stage of the project is extremely important for the development of the project. A total project budget was generally agreed upon and will be forwarded to Dore & Whittier for guidance.

Discussion on Public Outreach

P. Feinstein continued by discussing the need for public outreach. F. Aliberte mentioned that a firm has been hired to aid in the library branding and outreach process. A. Corbett discussed the opportunity to bring the branding firm and Project Team together to help with the marketing of the library project. D. Kelsey reminded the Building Committee that they are in a process and that steps should be taken systematically and at the appropriate times. A. Corbett confirmed that KBA and Dore & Whittier will assist the Committee as each step progresses.

Next Steps

D. Kelsey will meet with Gloucester Community Development to examine potential site alternatives.

The next meeting was scheduled for June 22, 2016 at 1:00pm.

Dore & Whittier and Oudens Ello will attend the next meeting to discuss their review of the library program and to examine alternate sites.

Adjournment

VOTE: Mr. Peter Feinstein motioned; Mr. Fred Cowan seconded; voted unanimously to adjourn the meeting at 2:15 p.m. The motion carried 7-0-0.

*Minutes respectfully submitted by Knight, Bagge & Anderson
Owner's Project Manager*

Meeting Handouts

- Agenda for June 13, 2016 attached with Minutes from the June 1, 2016 Committee Meeting