

Strategic Planning Committee
Wednesday November 18, 2015
9 a.m.

1. Call to Order by Cervone at 9:01
2. Attendance / Introductions
 - Board of Trustees: L. Cervone; M. Moran
 - Staff: B. Chaplin, D. Bull
 - Friends of the Library: M. Coville, M.R. Gillooly
 - Village officials: C. Cook, Diana Needham
3. Public Comment: none
4. Unfinished Business
 - a. Update North Property
 - i. Phase II Environmental Study: Ground Penetrating radar will happen on Nov. 23, 24, 25. Soil sampling will take place Nov. 30 – Dec 2.
 - ii. Taxes – property tax liability concerns being addressed
5. New Business
 - a. Next Step
 - i. Brainstorm Milestones - See attached
 - b. Discussion with NorthSky/Rotary Charities
 - c. Updates from Committee Chairs
 - i. Communication – draft for talking points brochure is almost complete (waiting on comp data from realtor). Next meeting 12.7.15. Talking points will be rolled out one at a time starting in January
 - ii. Design – architects will be sent an RFP with the preferred railroad depot façade once the RFP is developed
6. Other Business
 - a. Project Definition Document – under development
 - b. http://www.ala.org/transforminglibraries/sites/ala.org.transforminglibraries/files/content/LTCGettingStarted_DigitalWorkbook_final010915.pdf
7. Items for Future Agenda, Discussion:
 - Next meeting will be December 9th at 9a.m.
 - Explore an engineering assessment grant for the current site
 - Put Brainstorming List in Chronological List
 - Update from Mac at Otwell Mawby on Phase II environmental studies and Engineering assessment parameters
8. Call for Public Comment: none
9. Adjournment: meeting adjourned at 10:45

5. a. i. Brainstorm milestones

- Feasibility Study
 - RFP
 - Contract
 - List of contacts
- Secure Funding Feasibility Study
- Demolition of North Property
- Concept Design / Drawing Design
- Funding for project Manager
- Selection Process for Architect
- On-going Marketing / Continual Communication
- Capital Campaign
- Fund Raising
- Grant Writing – Look into groups that get paid per successful grant
- Go-Fund-Me
- Administrator of Grants
 - Venture North?
- Determine Costs Associated with Project
 - Can Project Management etc be rolled into grants?
- Formalizing the Structure of the Project – PDD
- Securing Assistance through NorthSky
- Completion / Clean Resolution of Phase II
 - Ground Penetrating Radar
 - Soil Samples
 - Asbestos / Lead in Building
- Growth in Volunteers for Committees
- Engineering MDOT – Driveways
- Disconnecting Utilities
- Check Building for Salvage
- Compile a List of Potential Donors
- Chair for Capital Campaign – Library Supporter
- Develop Timeline
- Develop a List of Potential Committee Members
- Secure funds for Building the Library
- Plan for a successful 2018 .25 Millage renewal
- Plan Donor Recognition
- Design for the new Library and Possible Addition?
- Address Existing Building – Engineering Assessment of Building
- Secure MDOT & Great Lake Central permits for Demo & Construction
- Demolition Permit – Village & County Building Codes
- Landscaping North Property area – irrigation?
- Signage
- Architect