Library Move Project
2x2 Planning Meeting
November 30, 2017
501 Building, 10:00 am

2x2 members present; Barbara Frye, Jim Tooke, Marv Wigle, Marion Godfrey
Guests; Janet Radcliff, John Moore, Sara Moore, Meredith Howell

Agenda:

1. Pincus Report
2. Grants update
3. Communication and Process
4. Next Meeting and Action Items

1. Pincus report

a. The group reviewed the final version of Pincus report. Loren used his much expertise as a architect to explain some details and offer input. He is no longer licensed.
b. Notes from the 2x2 Team discussion:
   i. 3 phase power does not appear to be needed at this time.
   ii. Seismic upgrades will likely be required because the building will be used for public use. This is likely to include work on the floating ceiling. It may also include the need to bolt shelving to the concrete floor.
   iii. Crack in the foundation – Loren evaluated the crack and shared that it appears to have been there before the carpeting was laid. (The carpet has not been stretched in the area of the crack.) Epoxy might be used to seal the crack. Testing will need to be done.
   iv. Project Management was discussed at some length. Loren has significant experience working with both project managers and construction managers.
   v. Team felt that this project is already past the charette process. They would like to provide a public input process during the State of the City event with a preliminary design drawing for the project.
   vi. The addition of a "generator" was put on the meeting "parking lot". It will be discussed at a future time.
c. Recommendations from the 2x2 Team
   i. Recommend a single-point design/build process. (The Project Manager would be responsible for both design and construction.)
   ii. Recommend having Loren meet with Barbara and Shannon to discuss options for Project Management
   iii. Recommend that the project is thought of as two phases: 1) Occupancy Improvements – improvements that need to be made before any general occupant could use the building; and 2) Library Move Project
   iv. Recommend that preliminary design drawings be made. Loren is agreeable to doing this work as a volunteer.

2. Grants update

a. Barbara shared an email from Sandy Dunn, President of Friends of Yachats Library, who summarized the November 27, 2017.
   i. Board members approved the draft organizational structure

Minutes respectfully submitted by Meredith Howell on 12/2/2017

ii. Nan Scott has volunteered to be the bookkeeper/accountant through FYL
iii. FYL set up a bank account for the Library Move Project
iv. Sandy has a meeting scheduled with Shannon to discuss the role of FYL in the Library Move Project

b. Siletz Tribal Charitable Contribution Fund (STCCF) – deadline December 11, 2017
   i. Meredith agreed to revise the proposal to reflect the need to bolt library shelving to the concrete floor.
   ii. She will submit the revised proposal to the FYL and to Barbara

c. Three Rivers Foundation (TRF) – deadline December 31, 2017
   i. Meredith suggested that the focus of this grant proposal be the children's area and that our "ask" will probably be $10,000
   ii. Janet Radcliff agreed to create a children's area design with a mural, computer station, and suitable equipment. Target cost for the children's area expenses is $20,000.

d. Updated Funding Plan – An updated funding plan was shared
   i. Deadline for submission of the large The Ford Family Foundation proposal was moved back by a month to provide more design, cost estimate, and planning time
   ii. City contribution will be changed to reflect that the City's funds will be used for Occupancy improvements.

e. Fundraising Updates
   i. Additional committee members for the fundraising and outreach team were discussed. Current committee members are Sandy Dunn, Leon Sterner and Jo Crooks
   ii. An individual donation letter from FYL for the Library Move Project is in process. Janet Radke will review the draft letter.

f. Nan will be invited to the next 2x2 meeting to discuss project accounting

3. Communication and Process

a. Barbara shared that she felt our meetings have been very productive and are laying the foundation for very good communication. She appreciates the contributions that Shannon has made.
b. The group discussed the need for transparency and a formal meeting structure. Minutes need to be taken and reported.
c. Meredith will redraft the organizational structure document to better model the working process
   i. Split out the two phases of the project
   ii. Move the finance and fundraising committees under the FYL

4. **Next Meeting and Action Items**

a. Next Meeting is Thursday, December 14 at 10:00 am at the 501 building
b. Action item: Barbara will summarize today's meeting with Shannon
c. Action Item: Barbara will forward meeting minutes to ??
d. Action Item: Barbara will invite Nan Scott to attend next meeting to discuss accounting/bookkeeping for the project
e. Action Item: Loren will work on a preliminary design drawing
f. Action Item: Meredith will revise the STCCF grant proposal to include installation costs
g. Action Item: Meredith will redraft the organizational structure document to reflect meeting discussions
h. Action Item: FYL Fundraising team will share draft fundraising letter with Janet Radcliff for her review and approval.
i. Action Item: Janet will develop a design for the children's area. This will be used to submit a grant proposal to the Three Rivers Foundation.

Minutes respectfully submitted by Meredith Howell on 12/2/2017

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