

South Wasco County – Library Steering Committee

Meeting Minutes

8/16/18

Members Present: Sue Knapp, Donna Henderson, Frank Kay, Rani McPhearson, Denny Ross

Members Absent: Ingrid Dankmeyer, Jon Helquist (Note: Mary Beechler has resigned her position on the committee)

Guests: Lynn Ewing, Karen Dupuis, Mike Wilson, Michelle Swearingen

- Introductions: Mike Wilson gave a brief overview about himself and his role with the committee, and at this meeting (leading discussion on groundbreaking ceremony).
- Approval of July 19th Meeting Minutes: No comments or concerns were expressed.
 - Motion to approve the July 19th meeting minutes was made by Donna Henderson and seconded by Sue Knapp. Unanimously approved. These minutes will be distributed to Council.
- Capital Campaign Update:
 - Collins Foundation Grant: The Collins Grant Full Proposal was submitted by Westby Associates on August 7th. Our funding request is for \$150,000. The Collins Board will review on October 10th.
 - Other Grants: The Ford Foundation and Oregon Community Foundation grants will be pursued next. Sufficient information on the Google grant was received for us to move forward with a request.
- Chamberlain House Removal: A local contractor (Cougar Construction) will tear down the house with the City providing necessary dumpsters. The asbestos survey revealed that all compounds within the house, including the floor tile, includes asbestos. This is a big setback for the new construction schedule which was slated to begin in September. An asbestos company will soon submit a bid on asbestos abatement.
- Guaranteed Maximum Price of New Construction: The GMP came out less than a 1% increase of original cost. Council will discuss this final cost at the August 22nd Council meeting for final approval.
- Groundbreaking Ceremony Planning: Mike Wilson led discussion on planning for the ceremony. Following prepared handouts, discussion centered on invitees and method of invite, program details, logistics, supply/equipment needs, and announcements. The following page identifies key aspects and responsible entities.
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- Next meeting to finalize ceremony planning: **Friday, September 7th, 9:00 AM.**

Groundbreaking Ceremony Action Plan

Ceremony Aspect	Action Needed	Responsible Person
Invitees	Develop email/mail list from donor list and our list; send invites / announcement / flyer	City Hall (Lynn)
Ceremony Announcement	Work with Bohn's to develop; use for email/mail invites and post throughout SWCounty	Sue; Complete by 8/22; hand out at 8/22 Council mtg; digital to city hall/Lynn
Post Announcement	Maupin areas Outside areas	Donna Sue
Facebook and Webpages	City and Chamber	City / Chamber
Program	Develop mock program for committee review; finalize at City Hall	Mike W. / City Hall
Speaker Area	Riser and podium PA System - Chamber	Frank Sue / Chamber
Speakers	Coordinate with speakers	Lynn
Refreshments, etc	Coordinate with Chamber Table needed	Sue / Chamber
Parking	Establish VIP parking areas by fly shop; reserve parking along street	Lynn and City / Chamber notify businesses
Tables/Chairs/Canopy	Coordinate with Chamber / City Tables – 6 Chairs – 10 or more	Sue / Chamber / City
Table covers	Vinyl or cloth	Frank
Name tags	Name tags for all key participants; <i>table</i> set up for name tags, guest book, donor list, sign bd; give Donna plastic tag holders	Donna Henderson; Donna will staff the Name tag / Sign In table
Media	WamPinRoc article (by 8/24) Chronicle press release	Donna Henderson; Lynn send letterhead to Donna
Photographer	Merle?	Donna will speak with Merle
Heavy Equipment, hard hats, shovels (10)	Griffin Construction; Lynn talk to	Lynn / Griffin Construction
Banner	Banner displayed at equipment	Lynn / Griffin Construction
Schematic – library/civic center	M. Seder- place on foam core bd	Mark Seder
Capital Campaign diagram – all funding sources	Pie Chart with funding sources and pending sources; on foam core board	Westby Associates

Donors	Handouts + locate 4x8 foam core bd (leadership donors)	Frank Kay
Brick List	Can add names to list to buy	Library? City Hall?
Flags	Display flags on block	Jon Helquist
Book sale	Book sale at event (table needs)	Rani M.
Trash, Recycling, Refundables	Set out rubber cans, receptacles for recycle/refund; Mels to empty city trash cans Fri	Sue – talk to Amber on refundables; Lynn – talk to Mels
Signature Board	For citizens to sign; place in new library	???
Photos	Before and now of house; event photos-send to Foundations	Lynn
Set-Up and Take Down	Set up at 0900; take down@1600 or before	Committee, City, Volunteers

Program (begins at 1:00 PM / ends at 3:00 PM)

- Sequence of speakers:
 - Mike Wilson (emcee)
 - Lynn Ewing – opening, kick-off comments (2 min)
 - Frank Kay – community campaign – leadership donors (3 min)
 - Lynn Ewing – introduce Anna Popchock
 - Anna Popchock – student perspective (2 min)
 - Lynn Ewing – introduce Nate Stice, to read letter from Governor Brown
 - Nate Stice – letter from Governor Brown
 - Lynn Ewing – introduce legislators (Huffman, Bentz, Bonham); begin with John Huffman
 - John Huffman
 - Lynn Ewing – introduce Senator Bentz
 - Senator Bentz
 - Lynn Ewing – introduce Representative Bonham
 - Representative Bohham
 - Lynn Ewing – introduce Commissioner Rod Runyon
 - Rod Runyon
 - Lynn Ewing – introduce contractor
 - Samuel Griffin – Griffin Construction
 - Lynn Ewing – closes out speaker portion, begins shovel event

- Groundbreaking Shovel Event
 - 1st wave: Program speakers – State, County elected officials
 - 2nd wave: Current and former mayors, City Councilors
 - 3rd wave: Librarian, city staff, volunteers
 - 4th wave: misc interested parties, volunteers, kids
 - Photos taken of all waves

- Refreshments: before and after event