

South Wasco Library Steering Committee Meeting

May 18, 2018

Log Home

Committee Members Present: Ingrid Dankmeyer, Sue Knapp, Donna Herderson, Frank Kay, Denny Ross

Absent: Mary Beechler, Rani McPhearson

Guests: Lynn Ewing, Karen Dupuis, Jon Helquist, Marlene Helquist, Mike Wilson

Business:

- Approval of Minutes from April 13th meeting.
- Discussion of Capital Campaign Pie Chart (Ingrid):
 - Indicate in chart which funding has been received. Other funding would be pending. Numbers in chart are what works to make it balance and are not what we ask for.
- Discussion on Library (Civic Center) Design (Lynn Ewing): Has met with the contractor and architect on ways to reduce overall cost of building from 2.5 M (as currently designed), and provide a 2nd floor framework.
 - Use web joists, not tongue and groove. Savings = \$150k.
 - No 2nd floor: Savings = \$100k. However, could frame in a 2nd floor for future phased expansion for \$50k. Could use this space for storage, and later convert to city hall/office space which would be less weight. Elevator shaft put in place. Possible savings of \$200k.
 - Mike Wilson – Reducing costs where can is a good story to tell foundations.
 - New design would need approval of Council. No commitment to CM/GC yet. Suggestion was made for steering committee to make recommendation to Council on new design; decision was to indicate steering committee is OK with it. Design recommendation is beyond current scope/role of committee.
 - Cost of City Hall portion about \$900k. Several parties are interested in purchasing existing library/city hall. Someone is penciling out the cost of moving the house.
 - Ingrid – She needs library project budget for grant applications.
 - *Action: Sue will check with DeOra ASAP.*
- Grants (Ingrid and Mike):
 - Collins Grant: Due 6/22. We need to address equity, diversity, inclusion initiatives. It was suggested that there was a need to update city's website language and mission statement (make more of an inclusive and welcoming statement). *Motion made to update and revise (Sue/Donna); all OK. On radar for coming year.*
 - We are in Phase I of the project now (fiscal responsibility and vision). Phase II is what it would look like in the future. Need to determine how to make good stewardship decisions moving forward. What are the milestones? Talking points will be derived from grant exec summary, to be used in communications.

- Timeline for grant: Obtain budget info next week; Draft by 6/7; Final by 6/12. Due 6/22.
 - Oregon Community Foundation: Due 7/15
 - Ford Family Foundation: Convey project as a community gathering/meeting space.
 - Meyer Memorial Trust: Interested in diversity and inclusivity. This will be the focus later on.
- Bricks: Affirmed that they are part of the design. Keep in the design element. Possibility to do etched glass for a door wall (as medical clinic is doing).
- Groundbreaking: Invitees – steering committee work on list (community supporters, elected). Need to discuss planning at next meeting. Place ‘Save the Date’ in the Trifold brochure. Do as a celebration, with gold shovels, media present. Host food and coffee. Date is September 8th.
 - *Action Item: Start on 9/8 groundbreaking event planning, including developing an invite list – ALL*
- Communications/Outreach: Edit trifold and get comments to Mary ASAP so she can make changes prior to 5/23 council meeting. (*Sue will contact Mary*). Ingrid to clean up numbers. What would be the distribution points for flyer? Number to print – 1000 – 4000. Indicate who provided the printing? Who can print? County, Bohns, Library District, School? Deadline is July 1st for full distribution.
- Scope of Steering Committee: Capital campaign is the focus (reviewing grants), groundbreaking. Fundraising (other than grants) could be a subcommittee or formation of “Friends of the Library” to seek funding to close the gap (possibly Denny and Frank). Steering committee would be the face of the Phase 1 library (e.g., meeting foundations (face of the community), soliciting support letters, event planning). Steering committee valuable in the campaign process, but it is not the only thing. If committee expands, Council to make decision as to what it is to be. Could have potential subcommittees: fundraising, construction review under the steering committee
- Next.Meeting:
 - June 21, 10:00 – 12:00 at Log Home building.

Approved by Steering Committee on June 21st, 2018