

## Otis Library Building Committee Meeting Minutes

Wednesday, March 26, 2025

6:01 PM, Meeting Room, Otis Library

Members present: Stephanie Skinner, Stacey Schultze, Tom Burke, Steve Barry, Lois Hall, Katelyn Chaffee and Don Chaffee

Stephanie Skinner called the meeting to order at 6:01 pm.

The committee approved the previous meeting minutes.

Working groups shared their updates.

### Construction-

- The group reviewed the Estimated Space Summary Chart. This Chart will be presented to the OPM and then the architect. The Chart reflects the minimum size requirements for the space.
- Stephanie and Don shared updates on the OPM interview. Downes' presentation scored very high on The Review Committee's (Don, Sue, Stephanie and Brandi) assessment. Downes is not just an OPM but they are a construction company which adds additional qualifications and is a company with vested employees. The selectboard is meeting April 8<sup>th</sup> to make a vote to approve.

### Fundraising-

- Stephanie spoke with Guido's about a round up campaign. Their campaign is all set for the year, but we can explore it for next year. Paige's has agreed to work with us as well. Katelyn will inquire with Berkshire Coop.
- Tom will work on setting up a Vemno account.

### Grants-

- We are still waiting for a response on the AARP grant.
- The group has a great list of potential grants for future funding including T-Mobile which we'll wait until we have clearer idea of our needs and this will also allow us to potentially obtain a larger grant.

### Public Input/Public Relations-

- The group would like to get a sandwich board to display by the road or outside the library. Tom will reach out to Larry Gould to inquire about zoning and placement of the board.
- Stephanie suggested a community table at the farmer's market. The group was in favor of this.
- Katelyn and Stephanie will continue to work on collateral with the assistance of a graphic designer.
- Lois will try to get access to our Facebook group as social media is a key place to provide the community with updates on both the library and the new library building.

The meeting was adjourned at 7pm.

Respectfully Submitted,

Katelyn Chaffee, Secretary

**Next Meeting: Wednesday, April 9<sup>th</sup> 5:30pm.**