

## Otis Library Building Committee Meeting Minutes

Thursday, June 5<sup>th</sup>, 2025

5:40 PM, Meeting Room, Otis Library

Members present: Sue Brofman, Stephanie Skinner, Stacey, Tom Burke, Steve Barry, Katelyn Chaffee, Diane Dyer. Also in attendance via Zoom: Tom Burke, Adam Thibeault and Steve Smith from Downes Construction

Sue called the meeting to order at 5:40 pm.

The committee approved the previous meeting minutes.

The Downes group provided key updates.

- The review group will be reviewing RFPs and from there will decide how many firms to interview. Based on a tentative schedule by the end of June we'd let the selected firm know of our selection.

Working groups shared their updates.

Construction-

- Stephanie, Sue, Don, Brandi and Gary Thomas will be on the review committee to select the Architect. Downes will be providing input as well.

Fundraising-

- Stephanie and Sue are seeking local leading donors.
- The new CRM software is being set up.
- Adam suggested perhaps a Touch a Truck fundraising opportunity.
- The group discussed a proposed Duck Race for next Spring/early summer.
- The group talked about having a door-to-door group that distributes books physically to homes with an appeal for fundraising.

Grants-

- The grant group continues to explore grant options.

Public Input/Public Relations-

- An email sign up will be going out soon for the community table at the farmer's market.
- Other opportunities in the works:
  - One page that shows how the library will benefit the community
  - Social media, consistent posts
  - Short form videos
  - Contacting dignitaries who can show support for us
- Public Forums will be planned.

The meeting was adjourned at 6:45pm

Respectfully Submitted,  
Katelyn Chaffee, Secretary

**Next Meeting: Wednesday, June 25<sup>th</sup> at 5:30pm**