

**DIGHTON PUBLIC LIBRARY
BOARD OF TRUSTEES
AD-HOC BUILDING NEEDS COMMITTEE
MINUTES
December 10, 2015
6:00 PM**

Call to Order Meeting

EveMarie Cabral, Alison Cembalisty, Ron O'Connor, Library Trustees
Jocelyn Tavares, Library Staff
Ron Smith, Zachary Lapointe

Old Business

- Discussed appointments to ad-hoc committee.

New Business

- Brief discussion of the mission of the committee. Formal acceptance when more members are present.
- Visioning exercise and discussion of library service and library building and what the relationship between them is in a 21st century library model. Discussion focused on different models of library service for Dighton. Acknowledged that the library could be a community leader for gaps that the public named: community space and communications, specifically. Relevance of library to all groups, especially non users is always a challenge to communicate to the public, but must be done. Ron Smith prepared a report on his research that he has agreed to share with committee. Jocelyn will distribute.
- Discussed Upcoming Specific Tasks
 - Volunteers to review bids for Owners Project Manager (OPM). Bids are due on January 4, 2016 at 2:00 PM. This is just an opening of the bids. Review team has 14 days to review applicants. Information session for OPMs is December 11 at 9:00 AM. A review time has been set for Thursday, January 14 at 7:00 PM, what would be a normally scheduled Trustee meeting. A time of 7:45 has been put aside for Trustee business, if there are pressing needs. Review criteria and packets are being assembled. Jocelyn will send out the review packets and OPM document for review.
 - Volunteers for OPM review are Ron Smith, Zach Lapointe, Board of Trustees.
 - Discussed possible publicity for this deliberation process.
 - Discussed Library Immediate Needs during this process
 - Visiting other libraries, preferably historic buildings with renovations with the goal of gathering ideas in design, building features, services and space to bring back to the OPM or architect would be helpful. Jocelyn is compiling a list of these libraries and populations sizes for distribution.
 - Architecture Subcommittee discussed. This subcommittee is working with the OPM to hire the architect, working with both to conduct the feasibility study on present building and alternate sites including schematic drawings, cost estimates and conformity to service needs. This group is also responsible for reviewing the study and working with architect on revisions if not acceptable.
 - Communications subcommittee discussed. This subcommittee creates and implements the communication plan and PR campaign to share information with

the community, including the documentation created with the public and town officials, publicizing meetings, finding ways to make the documents easily available, developing a good working relationship with the media.

Questions/Input

Adjournment

- Ron O'Connor moved to adjourn meeting. Ron Smith seconded it. Adjourned at 7:26 PM.

Approved