

Thomas Memorial Library Building Committee
Minutes April 28, 2014

In Attendance: Subcommittee of LBC with: Kathy Ray, Bev Sherman, Bob Stier, Jessica Sullivan, Martha Palmer, Priscilla Armstrong, George Morse, Molly MacAuslan, Jay Scherma, Ken Piper, Frank Governali, Blaine Grimes.

Call to order: 6:10PM

1. Introductions made among the LBC, the Trustees, and the Foundation members present.
2. Update on project status
 - (Molly) Design phase completed. On target with budget; will be at Planning Board in June. Now in design development – looking at more details like building finishes, infrastructure (HVAC, Electrical, Plumbing.)
 - (Martha) Reviewed outreach efforts to date and goals (videos to be produced by CEHS students led by Bill Maxwell; focus group on Wednesday April 30; activities planned at town events; update in Courier; working on brochure; bulletin boards.)
3. Presentation and Q&A of Town's naming policy (Kathy) reviewed the recently approved town naming policy.
4. Review of draft plans w/potential naming locations (Frank) Reviewed drafts that have been developed thus far. Broad discussion at this point, will further this discussion with committee formed to address naming opportunities.
5. Discussion of implementation of naming opportunities, options for recognition. Broad ranging discussion covering a variety of approaches to naming. Designated gift receiving committee that addresses unexpected/unusual gifting situations. Identify who on Capital Campaign is the point person to address this.
6. Next steps—10 minutes:
 - Who will be members of the subcommittee formed to address naming plans: Frank Governali, Bev Sherman, Blaine, Ken Piper. First meeting planned for May 6.
 - What—Policy to address specifics: Gift amounts? Locations? What form recognition takes? These questions will be addressed by the naming/recognition subcommittee
 - How—Integrated into the building project AND fundraising efforts. Will be addressed by subcommittee.
 - When—Subcommittee will make recommendations to LBC by the end of May.

Adjourn: 7:04PM