

# Thomas Memorial Library Study Committee

Minutes of meeting: Thursday, May 8, 2008 @ 5:00 P.M.

## In Attendance:

Nancy Marshall, *Chair*  
Ed Nadeau, *Secretary*  
Pat Bredenberg, Robert Chatfield, and Penny Olsen  
Anne Swift-Kayatta  
Norman R. Jordan  
Jay Scherma, *Library Director*

## Representing:

TML Board of Trustees  
CE Town Council  
CE Historical Society  
Thomas Memorial Library

## Absent:

Evan Roth and Nancy O'Sullivan  
Ellie Vuilleumier

TML Board of Trustees  
TML Foundation

## Consultant Selection discussion:

- Each member presented their assessment of the three consultant groups that we had interviewed: Providence Architecture, Himmel & Wilson, and J. Stewart Roberts. Tangible and intangible factors were cited.
- The recurring themes: (not in order of importance)
  - Quality of their presentation
  - Relevance of experience
  - Leadership quality
  - Ability to listen and respond appropriately
  - General qualities and strengths of entire team
  - Ratio of library consulting time vs. architectural time
  - Cost
- The preferences expressed by the members, resulted in the following:

Providence Architecture	1
Himmel & Wilson	6 (incl. Jay)
J. Stewart Roberts	2

Note: Though not in attendance, Nancy O'Sullivan sent her appraisal and recommendation to the chair via email prior to the meeting.
- A fourth alternative was considered: Reject all bids and creating a hybrid team made up of a library consultants and an architect from 2 different groups that we interviewed. The question arose "Is it legal and ethical for us to consider such an arrangement?" Jay was asked to discuss this with the Town Manager.
- The groups interviewed have worked together on other projects. How well did they work together? Was the client satisfied? Anne will check references and report to the committee.
- Nancy Marshall will contact Bill Wilson (Himmel & Wilson) to determine the need of 2 architectural firms on the team, and the cost implications if one could be eliminated without loss of quality.

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**Consultant Selection discussion:** (continued)

- Ed will contact Himmel & Wilson to obtain a breakdown of hours by team member and phase in order to complete a meaningful comparison to the other 2 consultant teams.
- As a result of the aforementioned issues, it was determined that further discussion was warranted and we would resume deliberations at the May 15th meeting.

**Meeting:** Our next meeting is scheduled for Thursday, May 15, 2008 @ 6:30 P.M.

**Adjournment:** 6:40 P.M.