



94341 Third Street, Gold Beach, OR 97444; 541-247-7246

CURRY PUBLIC LIBRARY BOARD MEETING MINUTES

November 17, 2015 at the Curry Public Library

Minutes by Jeremy Skinner

1. Meeting called to order at 5:15 pm by Sandy Grummon

-In attendance: Sandy Grummon (Bd. Member), John Harper (Bd. Member), Tim Scullen (Bd. Member), Jerry Herbage (Bd. Member), Jeremy Skinner (Library Director)

8. New Business

-Overview of Funding Plan and Key Strategies Draft for Library Learning Center Project: Jeremy Skinner discussed the preliminary timeline and strategies for funding. Key points were as follows:

Timeline

December 1 2015	Issue RFP for Architectural Services
December 2015	Prepare supporting materials for major grant applications, including funding plan, summary of findings from public feedback, etc.
January 2016	Complete proposals for Oregon Community Foundation, Ford Family Foundation and Meyer Memorial Trust
January 2016	Public launch of HHLC project / presentation of capital campaign
January 2016	Proposals due for Architectural Services
February 2016	Interviews and Public Presentations of top three finalists for Architectural Services
February 2016	Submit grants to Meyer Memorial Trust and Ford Family Fndn. without full architectural plans
March 2016	Architect is chosen and contracted
March 2016	Architectural design begins
April/May 2016	Review of architectural design and submission of plans to Meyer and Ford

May 2016	Library learns whether it will receive foundation grants
May 2016	Library budget for 2016-2017 is crafted to fit needs arising from grant funding situation
June 2016	Library begins 2nd round of grant applications if necessary
July 2016	Early site work begins depending on funding
August 2016	Building Construction begins if funding is in place, otherwise construction will be pushed back to August 2017

Funding Plan

- Library will seek up \$600,000 in foundation grants for construction.
- Grant funding will allow the FOL to set aside \$200,000 for Library Foundation endowment to fund programs in the future.
- The library will seek additional grants after learning center is built to fund staffing and help establish operations for the learning center.
- The library will seek to set aside approx. \$200,000 in the building fund for ongoing building maintenance.

-Discussion of Request for Proposals Document for Architectural Services: Board members read over proposal. Sandy Grummon and Jerry Herbage suggested some small corrections. John Harper suggested an additional sentence to the Project Description, which would highlight the need for a minimally invasive foundation plan. After the conclusion of the review and discussion, John Harper made a motion to issue the RFP document as amended; Jerry Herbage seconded the motion. The motion was approved with John Harper, Jerry Herbage, and Sandy Grummon voting in favor of the motion; Tim Scullen was opposed.

9. The Meeting was adjourned at 6:25 pm.