

WOLFEBORO PUBLIC LIBRARY LANDSCAPING COMMITTEE

HYBRID MEETING

Wednesday, June 2, 2021

The meeting was called to order by Linda Wilberton, Chair at 1:32 p.m.

Linda Wilberton read the required COVID-19 Public Meetings via Electronic Media Notice.

Roll call was read by Nancy Bell: Attendees stated their name and indicated if anyone was present in the room with the attendee (as required under the Right to Know Law): Trustees: Doug Smith (alone), Linda Wilberton (in person), Alternate Trustees: Deborah Long Smith (in person), Nancy Bell (alone), Steve Farley (alone), Library Director: Cindy Scott (in person), Friends: Susan Poirier (in person), Foundation: John Sandeen (in person), and Assistant Director: Joyce Davis (in person).

Linda asked if there were any changes or corrections to the **minutes of the May 26, 2021** meeting. A correction was made stating that the meeting of June 2 would be a Hybrid meeting. A motion was made by John Sandeen to accept the minutes as corrected. Doug Smith seconded the motion. Doug Smith, Susan Poirier, Deborah Long-Smith, Cindy Scott, Joyce Davis, Steve Farley, Linda Wilberton, John Sandeen and Nancy Bell voted to accept the minutes as corrected.

Old Business

Review Process & Requirements – Planning

Other Old Business

Cindy Scott has contacted Horsley Whitten, Terra Firma and Terrain/Belknap/Carroll County regarding interviews. Horsely Whitten will be available on Wednesday, June 9 at 12:30 p.m. and Terra Firma will be available on Thursday, June 10 at 12:30 p.m. Belknap was unavailable for these two afternoons and the committee agreed to see if they could be available on Friday, June 11 at 2:00 p.m.

A proposed Evaluation Scoresheet for the Architectural/Landscape RFP Plans was presented and received very positively by the committee members present.

New Business and Meetings

Discussions were held on how best to check the references and conduct the interviews. John Sandeen made a motion to recommend one of the firms being considered be selected. There was no second to the motion.

A discussion was made as to who would check the references before the interviews. Volunteers were accepted and topics of questions were proposed. Volunteers were meeting after the Landscape committee meeting to discuss specific questions.

The interview process was discussed.

Following a discussion as to who would be available for the interviews, a motion was made by Susan Poirier to not break into a subcommittee but to have everyone on the committee present for the interviews. The motion was seconded by John Sandeen. An affirmative vote carried the motion with Deborah Long-Smith abstaining.

As the interview will be virtual it was decided that the format should not include multi-media presentations. Some of the topics discussed for questions included timeline of the project, best reasons to choose your organization, how many meetings with Landscape Committee and/or Charettes included in bid proposal, anticipated problems, questions for the committee. Suggestions for questions should be submitted to Cindy Scott to be included in the interviews.

The committee will meet on Monday, June 14 at 11:00 to discuss interviews. This will be a virtual meeting. It is hoped that it will be possible to present the Board of Trustees with a recommendation at their next meeting.

Adjournment

Susan Poirier made the motion to adjourn. Linda Wilberton seconded the motion.

The meeting adjourned at 2:34 p.m.

Respectfully submitted,
Nancy Bell

Minutes are unapproved until voted on by the Landscaping Committee.