

**Wolfeboro Public Library Board of Trustees
Special Joint Meeting with the
Wolfeboro Public Library Foundation Board of Directors
June 14, 2016 at 10:00 am**

Attending as members of the LBoT: Mike Hodder, Bob Cain, Prue Fitts, Pat McLaughlin, Candace Thayer

Attending as members of the WPLF: John Sandeen, Kathy Barnard, Frank Hardenbergh, Alan Harding, Mike Hodder (ex officio), Roger Murray III, Connie Rawson, Candace Thayer, JoAnne Dempsey (Administrative Assistant)

Liaison: Cindy Scott

Mike called the meeting to order. Bob Cain is the Voting Alternate.

The monthly Librarian's Report and minutes of the LBoT meetings will be distributed to the members of the Foundation Board.

John Sandeen shared the WPLF Agenda. He said the Foundation's purpose is to raise \$2.5 million privately to reduce the cost of the expanded, renovated library to the taxpayer. The Foundation board is currently engaged in developing fund raising strategies for leadership gifts. The building goals and rationale are outlined in a service points document created by Cindy. There is also a 4 page document featuring information about the project and the conceptual floor plan. Roger Murray felt it was important that the Trustees and the Foundation be on the same page. As the project progresses with the architect/construction management team, changes to service points and the conceptual plans should be shared.

John Sandeen asked about the RFQ process. Mike said the Trustees are close to signing a contract with the #1 choice. There are a few details to be resolved. The contract must be recommended by the Building Committee and approved by the LBoT. Each will be meeting on June 17th. It was asked if Dave Owen, Town Manager, needed to sign the contract. He will get the opinion of Mark Puffer, Town Lawyer.

Frank Hardenbergh asked about deliverables and schedules. Mike said engineering studies and design work will begin in the next two weeks. The required studies will lead to a Budgetary Maximum Price in October 2016, a warrant article authorizing the Trustees to spend their Building Fund monies in March 2017 and a Guaranteed Maximum Price by October 2017. There will be a warrant article to authorize the expanded, renovated library in March 2018. If successful, construction will begin in April 2018 with completion in 12- 18 months.

Naming opportunities, which would be helpful to the Foundation's fund raising strategies, were discussed. Roger asked if the Town's approval is needed. The Town Manager does not care. There was a previous list of naming opportunities approved by the LBoT. Mike said they were rescinded in February 2016 as the Trustees were uncomfortable with the amounts. They were concerned about overpricing or underpricing and wondered whether it might be better to set a range. Alan said we could tell potential donors that naming rights are available for special areas. He also suggested that donors could establish trusts for later date improvements to the library and its technology. John said there are currently two foundation repository funds: a general fund and a building fund. He said a third fund could be set up as a technology trust. Special areas identified for naming opportunities are:

- Children's area
- Main reception area
- Large meeting room in after-hours wing
- Local History room
- Small meeting room in after-hours wing

This will be referred to the Building Committee. Alan suggested that in addition to Cindy's service points document, a bulleted list be developed of the components and technology in each special area.

John asked for 100% financial campaign participation from the LBoT.

Campaign packets will be created for each trustee and Building Committee member.

John asked about signage, such as a thermometer or stack of books, to show the progress of the financial campaign. The Foundation could start advertising the progress at the \$500,000 mark.

Prue moved and Bob seconded that the meeting be adjourned. The motion was approved at 11:15 am. All agreed that the joint meeting of the two boards was a good idea and informative.

Respectfully submitted,

Candace Thayer