

Griffin Free Public Library
Where Auburn Comes Together
To Discover, Create, Connect and Succeed!

Board of Trustees Meeting
December 8, 2022 at 7PM

Present: Liz Michaud, Secretary; Cindy Berling, Alternate Trustee; Dan Szczesny, Director; Marilyn Cavanaugh, Treasurer.

Absent: Nancy Mayland, Chair.

Liz Michaud called the meeting to order at 7:02pm

Opportunity for the Public to speak:
NA

Directors Report:

Dan visited SMP to streamline our interview process. Talked about the libraries they worked on and the towns they're in. We are unique as we are driving the expansion.

Jason and Anthony will be coming tonight to find out what we want from them for the 40K – we want something visual to help fundraising and gathering people to help on committees.

A motion to go into non-public session pursuant to RSA 91-A:3,II(a) made by Marilyn Cavanaugh/Cindy Berling seconded the motion. A roll call vote was taken. Liz Michaud voted aye, Marilyn Cavanaugh voted aye, Cindy Berling voted aye. With all in favor, the motion passed unanimous

The meeting room was closed to the public at 8:25 pm.

Jason explained there are three steps to their process:

1. Preliminary design – define the idea, what might it look like – get to a final design concept – work on a budget for the complete library cost (building, furniture, attorneys, etc) Put together everything for the complete budget and bring the number to the town once. This stage includes public presentations, SMP says that we are ahead of the curve because we've already done the listening session, site assessment, and the web site is a great first step. Graphics are key, colorful, shows what the design concept is.

Marilyn asked what will our \$20K buy us? Start the predesign – get to a review and come up with a final and end up with rendering and 3d model. Get some good graphics for the web sit and for marketing. What we saw for Campton we could get for \$20. Some public sessions too.

2. Instruct: Sometime it takes a few years to get to this step. This is when engineers get involved. They instruct us on what we need to do to build the project. Construction documents get done. Construction manager plans and specifications. Project bidding,

3. Build: construction stage – this is managed by the general contractor to keep us on target to the budget as we can't go back to the town for more money. We are given a max amount for the project and the construction manager now has the risk of making sure that any changes stay within that budget and does not go over.

As we move through the project, we have less of a chance to change the cost and the final project

Dan asked about a design/builder firm – they are only a design firm they don't have an engineer, but they do have an engineering company that they regularly work with. The design /build firm is very speed driven and the owner has very little interaction or and little say on what happens. They have transparency between client and the construction manager to give us the benefits of design/construction without the pit falls. We would hire the construction manager; they would make recommendations but the final decision to hire someone would be done by us.

Would begin in Mid-January to start work on the first step, talk big ideas in February, concept by March. A meeting every 3-4 wks. Wrap up mid-summer for stage one, takes approximately 1 month to hire the construction manager, so that time needs to be included in the wrap up of this stage. They would give us an idea of what their fee would be in the design stage, the pre-construction fee and then the majority would be during the construction stage.

A motion to exit the non-public session made by Cindy Berling/Liz Michaud 2nd. All in favor.

Motion to hire SMP for the conception design made by Marilyn Cavanaugh / Cindy Berling 2nd. All in favor. Motion passes.

Dan to contact SMP tomorrow and ask for a contract for Monday. We will have Chris Sterndale review too.

Motion to adjourn made by Liz Michaud/ Marilyn Cavanaugh 2nd. All in favor.

Meeting adjourned at 9:02pm
Liz Michaud, Secretary