*Griffin Free Public Library*

**Where Auburn Comes Together**

**To Discover, Create, Connect and Succeed!**

*Building Expansion*

*Board of Trustees Meeting*

*June 1st 2023, at 7PM*

**Present**: Nancy Mayland, Chair; Liz Michaud, Secretary; Cindy Berling, Alternate Trustee; Dan Szczesny, Director; Hope Garner; Jason Lacombe; Marie Sullivan; Fay Hanscom

Absent: Marilyn Cavanaugh, Treasurer.

Nancy Mayland called the meeting to order at 6:06pm

Jason from SMP came to talk to us about the Building Expansion:

* Reviewed the site plan
* Reviewed the library plan
* Discussion about having a stage in the conference room
* Discussion about storage needs
* Shelving in most rooms are 4” high in the open space and 7” high against the wall.
* Reviewed the exterior of the building, roof plan, windows.
* Large windows would be fixed, some small windows could open.
* Slab on grade for new building, existing building to be raised and crawl space foundation redone.
* Discussion about how this plan will be received by the community.

Discussion about Contract Managers Proposals:

* Jason gave us a comparison of the three proposals
* A discussion about Bauen’s proposal and that they did not address public support. Compared to BPS who promoted the most about how they would help with marketing assistance.
* Discussion about interviewing the three companies and that we will need to be comfortable with and connect to the people.
* Time frame between vote and breaking ground is 1 year. And best case scenario, open a year after that (two years).
* Discussion about what the bond will pay for, such as the construction of the building, and what we raise funds for: furniture, AV, Landscaping, non-mission critical items.
* We are interviewing all three on Friday June 16th starting at 10am at Town Hall. (10, 11:15, 1pm)
* Jason is currently working with all three companies and any of them will do a great job.
* Questions to ask during the interviews:
  + “You are the professionals, how are you going to lead us through the project?”
  + “Do change orders cost us more? How do they use their contingency?”
  + “ How does your role change as we move through the project?”
* We could check references before we interview the companies and Jason will mention that we are having an open house on Saturday.

Discussion about Library Tech:

* Our recent hire for library tech had to leave due to family issues.
* Discussion about Hiring Erin, she has the personality and some of the skills that we need. Dan will call and see if she is still interested in the position. Assuming she is still interested and available a motion was made to hire Erin by Nancy Mayland/ Liz Michaud 2nd. All in favor

Motion to adjourn made by Nancy Mayland/ Cindy Berling 2nd. All in favor.

Meeting adjourned at 8:02 pm.

Liz Michaud, Secretary