

2017 Library Building Committee

Meeting Minutes

August 31, 2017

Library Conference Room

Present: T. Pajonas, G. Gay, J. Gordon, K. Sogofsky, S. Edwards, L. Zaffino

Absent: J. Sonneborn

Meeting called to order at 7:30 pm

Introduction of members and library director

Review RFP:

Steve Edwards suggested, based on his experience, that the committee should follow a Quality Based Selection (QBS) process for this project. After hearing an explanation of the process and its benefits for a project like this, the committee agreed to follow the QBS process. That requires a Request for Qualifications (RFQ) instead of a Request for Proposals (RFP). Lynn Zaffino will modify the RFP and send it out to committee members for approval. The desire is to send out the RFQ early September, with an end-of-September return date. Dates are subject to change.

Public Meeting:

Committee agreed the intent of the public meeting is to get the community excited about the project and to elicit ideas. Public meeting is set for Thursday, October 12th at 2:15 in the Library Community Room.

Final Committee Member:

A short article will be written for print in the Easton Courier, seeking a member of the community to join the committee, preferably someone with architectural experience.

Meeting adjourned at 8:40

Respectfully submitted,
Kristi Sogofsky