

May 19, 2010

Meeting: Library Task Force for Revitalization
Thursday, April 29, 2010 – 7 p.m.
Grand Forks Library Meeting Room

Members in Attendance: Jim Hovey, Doug Carpenter, Ken Dawes, Paul Holje, Dorette Kerian, Kathy McFarlane, Brian Poykko, Lana Rakow, and Susan Mickelson

1. **Call to Order** – Jim Hovey called the meeting to order at 7:04 p.m.
2. **Approval of Minutes** – Motion by Brian Poykko to approve minutes of the April 15, 2010, meeting as distributed. Seconded by Doug Carpenter; unanimously carried.
3. **Site Acquisition** – Doug Carpenter and Jim Hovey reported on progress regarding possible library sites remaining under consideration:
 - #1 – East of the Alerus Center
 - #2 – 32nd Street, south of Center Court
 - #3 – Leever's location on Washington
 - #4 – Duke Drive
 - #5 – New construction on current Library site

In some instances, initial contacts have been made with the property owner and/or agent. Doug and Jim will continue the communication process and provide an update at the next meeting.

4. **Architect Selection** – May 6, 2010, is the deadline for responding to the Request for Architect Qualifications. Based on initial interest, it is anticipated that approximately ten firms are planning to submit proposals. Ann Pederson, Jeff Regimbal, and Paul Holje are serving on the committee to review proposals and determine the short list of candidates. The short list will be announced on May 13, and the finalist firms will conduct interviews on Thursday, May 27, at 2:00, 4:00, and 6:00 p.m. All Task Force members are invited to attend these presentations and interview sessions. Susan will work with Wendy to recruit a committee to formally evaluate the presentations and provide a method of ranking that will eventually lead to a final architect selection.

At the next Task Force meeting, the short list of candidate firms will be announced, along with the schedule of interview times. Members of the Selection Committee will be announced, and the initial plan for ranking and review will be discussed. Next steps include the fee negotiation process with the selected architectural firm, determining a process and timeline for the referendum effort, developing a marketing strategy to build voter support, and launching a private fundraising campaign.

5. **Ballot Process** – Susan volunteered to team up with Wendy to work with staff at City Hall and request direction regarding the preferred process for placing a library referendum on the ballot. They will also seek legal opinion regarding use of library facilities, staff, and funds for the purpose of marketing efforts leading up to the election.
6. **Upcoming Meetings and Presentations** – In the coming weeks, Wendy and Susan will present the Library PowerPoint slides to the Optimists Club, GGF Young Professionals, and Sertoma. They will also work on scheduling meetings to discuss possible partnerships with the University of North Dakota, Grand Forks Public Schools, Northlands Mission, and Grand Forks Community Foundation.
7. **Next Task Force Meeting** -- The next meeting of the Task Force will be held Thursday, May 20, at 7 p.m. in the Library Meeting Room.
8. **Adjournment** -- The meeting was adjourned at 8:15 p.m.

Duly recorded,

Susan Mickelson