

February 2, 2009

Meeting: Library Task Force for Revitalization
Thursday, January 22, 2009
Grand Forks Library Meeting Room

Members in Attendance: Jim Hovey, Caprice Benoit, Doug Carpenter, Paul Holje, Dorette Kerian, Ann Pederson, Brian Poykko, Jeff Regimbal, Lana Rakow, Brian Schill, Rhonda Schwartz and Susan Mickelson

Members Absent: Kenneth Dawes, Ginny Dullum, Carol Lamberson, Kathy McFarlane, and Brian Osowski

Also in Attendance: Toni Vonasek, David Haney, Jon Halverson

1. Chair Jim Hovey called the meeting to order at 7:09 p.m.
2. Motion by Dorette Kerian to approve minutes of the January 8, 2009, Task Force meeting as distributed. Second by Doug Carpenter. Motion carried unanimously.
3. Consultant List Committee – Members of this committee (Ann Pederson, Caprice Benoit, and Paul Holje) are in the process of preparing a list of library consultants that seem to be best suited to administer the requirements of our project, including: community needs assessment, a comprehensive facilities analysis, and professional advice regarding a strategic plan. Some of the qualifications used to frame the selection process include: previous projects, experience with broad-based needs assessments, service offerings, staff availability, and geographic location. Consultant candidates will be requested to provide a timeline and typical schedule for this type of project so we have a better understanding of the time requirements and final product.

The Consultant List Committee will share information with the newly-formed RFP Committee regarding the scope of services typically provided by consultants, as well as a list of recipients for our RFP.

Recommended web site for additional information: [Libraries for the Future.com](http://LibrariesfortheFuture.com)

4. RFP Committee – Paul Holje, Brian Poykko, Jeff Regimbal and Jim Hovey volunteered to serve on a committee to draft the Request for Proposal which will eventually be distributed to the list of recipients provided by the Consultant List Committee. Dorette distributed samples of an RFP used by the City of Grand Forks Engineering Department. Jim volunteered to research the legal stipulations of an RFP process in the state of North Dakota and city of Grand Forks.

The RFP Committee will meet as necessary in the coming weeks to develop a draft to distribute to the general Task Force membership prior to the next group meeting scheduled for February 12.

5. Library Director Selection Process – Susan provided an update on progress of the committee working to select a new director for the Grand Forks Public Library. A phone interview process with approved candidates is scheduled for February, with on-site visits for finalists anticipated in March. Task Force members will be asked to participate in the on-site visits. Information on scheduling and timelines will be provided as it becomes available.
6. The meeting was adjourned at 8:15 p.m.
7. Next Meeting -- Thursday, February 12, at 7 p.m. in the Library board room.

Duly submitted,

Susan Mickelson
Recording Secretary