

**GERMANTOWN COMMUNITY LIBRARY
STRATEGIC PLANNING AD-HOC COMMITTEE**

May 17, 2022

Germantown Community Library

The meeting of the Germantown Community Library Strategic Planning Ad-Hoc Committee was called to order by Trisha Smith at 2:05 p.m. on Tuesday, May 17, 2022 at the Germantown Community Library.

Members present: Joyce Nelson , Jan Miller, Dan Ho (late), Trisha Smith, Connie Lloyd **Members absent:** None. **Also present:** Dennis Myers, Village Trustee. Proper notification of the meeting had been given.

MOTION (Miller, Nelson): Approve the agenda as printed. Motion carried (4-0).

MOTION (Miller, Nelson): Approve the minutes of the April 19, 2022, meeting as printed. Motion carried (4-0).

PUBLIC INPUT: None.

UNFINISHED BUSINESS

WILS STRATEGIC PLANNING UPDATE – Smith noted that WiLS has completed their collection of information and have prepared a draft overview of the library goals and objectives. Smith and Lloyd provided feedback and developed a draft mission statement.

ARPA Funds – Smith reported GGF Capital ARPA funds discussion is deferred until at least June. Smith recommended the Strategic Planning Committee request \$50,000 for building conceptual design based on preliminary information received. After discussion, the committee also recommended requesting \$110,000 for construction design and \$50,000 to purchase two module quiet study/meeting rooms. There was additional discussion regarding requesting funds for the construction design phase. Ho indicated that if the Conceptual Design and architect are approved, this work could roll into construction design documents with a cost savings rather than bid out construction design in future years. He stated the construction design would not require changes if the actual building project occurred several years later. Only the construction cost would vary. It was then recommended to request \$160,000 for conceptual design and construction design. Smith expressed concerns whether the construction design could be completed within the ARPA fund expenditure deadline taking into consideration other library priorities. Miller restated the deadline for ARPA funds are to be billed by 2024. Smith will present options for ARPA funding at the Library Board meeting in May.

VILLAGE TRUSTEE LIBRARY TOURS – Six out of nine Village Trustees have toured the library building.

CONCEPTUAL DESIGN BIDS – It was identified that one architect was missed from the bid and Lloyd will send out the bid information to them. There also were some extenuating circumstances for one of the original architects that did not submit a response. Ho will reach out to confirm if they are interested in submitting a bid. All bids will be reviewed at the June committee meeting if available. Smith is still waiting for a funding decision by the Village Board regarding if ARPA funds will be available for the conceptual design process.

LIBRARY FOUNDATION OPTIONS – Miller reviewed information collected so far regarding establishing a 501 3 (c) fund to invest donations received toward the building project. She stated that there is no minimum deposit required to start. It was recommended that a foundation board for the library should have at least five members. It was discussed the members should be the Library Board president, Library Director, two Library Board Trustees, a member of the Friends of the Germantown Community Library, and one community member. Smith also recommended the Village Attorney be involved in the process. Miller confirmed with Smith some basic application information she needed.

NEW BUSINESS

None

ANNOUNCEMENTS

The next regular meeting of the Library Strategic Planning Ad-Hoc Committee will be Tuesday, June 14, 2022, at 1:00 p.m. at the Germantown Community Library.

Meeting adjourned at 3:22 p.m.

Respectfully submitted,
Connie Lloyd
Library Assistant Director
Germantown Community Library