

**MINUTES**  
**Randall Library Building Committee**  
**April 5, 2012**

Members present in the Warren Room of the Town Building were: Steve Dungan, Peter McManus, Jim Salvie, and Barbie Wolfenden. Peter McManus, chair for the meeting, called to order at 7:00 p.m. Steve Jelinek and Tom Lam were absent. Tim Reed joined the meeting in progress.

Steve Dungan moved to accept the top three candidates, based on their proposal scores: Johnson and Roberts, LLB, and Beacon; Barbie seconded; and all voted in favor.

Members discussed whether to interview the top three or top four candidates, with the pros and cons of each. Following discussion, Barbie moved to include DRA in the group to be interviewed; Steve Dungan seconded; and all voted in favor.

Members discussed the logistics of the interviews. Barbie moved to begin the interviews at 6:00 p.m. on April 17; Steve D seconded; and all voted in favor. It was agreed to leave the start time of the April 19 meeting at 7:00 p.m.

Members discussed the process of contacting references for the top four candidates. It was agreed that the same questions would be used for all of the reference checks. Jim will give Susan the list of categories he proposed.

Members agreed to use the same criteria to evaluate each of the interviews. Interviews would be 25 minutes each, with a five-minute transition time. The candidates would be interviewed in the order of their current scores, with the top firm first. The order of the interviews would therefore be:

1. 6:00 p.m. Johnson
2. 6:30 p.m. LLB
3. 7:00 p.m. Beacon
4. 7:30 p.m. DRA

It was agreed that reference checks would be done as follows:

- Johnson – Jim
- LLB – Tim
- Beacon – Barbie
- DRA – Tom (Not present. Would be asked.)

Susan will invite the four firms for the interviews. Invitations will state that they may use the first five minutes of the interviews to make presentations, if they choose. The remaining 20 minutes are reserved for the committee's questions. It was agreed that the other firms not be informed about the choices at this time.

Members discussed how to score the reference checks and agreed to the following ratings:

- 2 – Exceptional
- 1 – Meets (strong in all criteria)
- 0 – Deficient (in some area)

Members will send the scores to Susan by next week for compilation.

The following past minutes were approved:

- Feb 29, 2012: Steve D moved to accept, as written; Barbie seconded; and all voted in favor.
- March 23, 2012: Peter moved to accept, as written; Barbie seconded; and all voted in favor, with Steve D abstaining.
- March 28, 2012: Steve D moved to accept as written; Barbie seconded; and all voted in favor, with Tim abstaining.

At 8:00 p.m., Steve moved to adjourn, Peter seconded, and the motion passed by unanimous vote.

Respectfully submitted,

Susan McLaughlin

Approved May 17, 2012