

Meeting Minutes  
Randall Library Building Committee  
December 2, 2020 7:00 p.m.  
Via Zoom

Committee members attending: T. McAndrew, C Buck, K. Copeland, L. Lavina, P. McManus, J. Salvie, C. Stoltz

Committee members not attending:

Additional attendees: T. Reed, M. Eckel, K. O'Brien, B. Wolfenden

Meeting called to order at 7:01 pm

1. Approval of November 4, 2020 meeting minutes  
Jim moved, Carol second, to approve the Nov.4, 2020 meeting minutes. Approved Unanimously
2. Discussion of RFP and timeline  
Conversation clarified finer points of the overall process. Timeline was adjusted to allow for proposal submission and review.
3. Next Steps  
Meet with Denise D. to finalize the RFP  
Post and advertise the RFP  
Prepare rubric to be used for proposal review
4. New Business
5. Public Comment/Questions
  - a) Should there be a vision statement to accompany Appendix B of the RFP?
    - a. Trustees will discuss drafting a pre-amble at their meeting and follow up with Tina as needed.
  - b) Are the proposals reviewed by the Trustees in addition to the Building Committee?
    - a. Will confirm the process with Denise D.
6. Adjournment  
Jim moved, Carol second to adjourn at 7:55pm. Unanimously approved.

Next meeting: January 6, 2021