

**Keene Library Annex Advisory Committee Meeting
November 19, 2014**

Present: Sally Miller, Chair, Jennifer Bone, Jill Cielinski, Paul Henkel, Med Kopczynski, Paul Ledell, Jane Pitts, Judy Putnam, Sean Wiley, admin support.

Minutes of November 5 meeting: A motion to accept the minutes as written was made and seconded and passed unanimously.

Second Community Meeting—Update

The second community meeting, which will be a repeat of the first, is scheduled for **Sunday, December 7.**

4:00-4:30: Heberton Tour

4:30-5:30: Presentation by Jeff Hoover and Q&A

5:30-6:00: Heberton Tour

The marketing and communication plan is in place.

The committee discussed possibly arranging a more informal set-up, maybe with curved rows of chairs.

Paul Henkel suggested rallying specific people to speak up about the project from a community perspective. Also, we ought to be able to answer some of the specific questions raised at the last meeting, such as whether we had investigated any duplication of programming or services among KSC, KPL, and the school system.

The question of hand-out arose, with the idea of a summary of the lengthy executive summary from the presentation to the City Council being available.

Sally asked the Trustees to be on-hand to help with tours. We will also ask the new director of Cheshire TV to be sure one of his staff is present.

Stipulations in Our “Temporarily Restricted Trust”

Sally read from an email from Nancy Burridge, where Nancy laid out a number of items to consider as we move forward in the creation of the trust.

There was discussion regarding which tasks would be the responsibility of the fundraising committee, and which would be included as part of the service agreement with Cambridge Trust as overseer of the trust.

Judy suggested building in a long life to the trust, so that any funds left after construction was complete could be used for ongoing physical plant needs.

Setting Up Speakers' Bureau

Sally suggested that we set up a Speakers Bureau later on in the project in order to get our message out to the greater Keene community. This group would speak to clubs and community organizations about the library expansion.

Fundraising Feasibility Study

This study will come after what we are calling Schematic Design II. Jane reported that the Friends had approved \$25,000 for a consultant to lead the feasibility study.

A **motion** to adjourn the meeting was made and duly seconded and passed unanimously. **The next meeting will be scheduled in January, or earlier if needed.**

Respectfully submitted,
Sean Wiley