

**Capital Grant Committee Meeting
Orwell Free Library
Thursday, November 9 at 7:00PM**

**In Person Meeting
OR
Call the library for speaker phone access**

Minutes

Call to Order - 7:12

Citizen Comments - none

Approval of Minutes: 10/5/2023 meeting notes - moved by Cindy, approved Jim

OLD BUSINESS

1. Update on contacts with Architectural Resources. (Jim), no updates from AIR
 - a. Received SHKS Architects Design Proposal, see attached - discussion about how the proposal fits our needs (firm has worked with libraries and preservation projects, can give us a bidable document by end of December)
 - b. Will apply for REDI Initiative to cover costs of firms
2. Report on contacts with Katie Buckley VLCT regarding lease examples.
 - a. Jim received lease examples from Kevin Unrath at VT Dept of Libraries. Will continue working on that with WMB and Select Board. Asks us to...
 - i. Think about what each organization wants from a lease, consider needs and
 - ii. Mr. Unrath does not think we need a lease for the Capital Grant application so it may be ideal to take our time to get it right.
3. Update on Vermont Libraries Grant Application and other potential resources. (Kate)
 - a. no update.
 - b. Bruhn Revitalization Grant available from Preservation Trust of VT. Due December 21
 - i. Kate will contact PTofVT to see if this is a good fit
 - ii. Cindy will talk to Alex Tolstoi to give us an updated price
 - iii. Jim will talk to WMB to get approval for moving forward
 - c. Jim spoke to Kevin Unrath at the Department of Libraries - grant projected for 'late fall'.
 - d.
4. Update on possible incorporation of WMB and potential lease between Town and WMB.
 - a. Jim received lease examples from other libraries in the state, including East Middlebury
 - b. VT non-profit corporation status up to date
5. Update on filling out a questionnaire from VIA indicating current library status and needs for improving access and services to the community. (Any Library updates and Historical Society additions) - no additions to questionnaire

- a. Danielle Rougeau sent documentation of the work they've done and would like to do upstairs, hopefully these can be incorporated into the questionnaire

NEW BUSINESS

- 2. Discussion of Next Steps

RECAP

1. Tasks to be Completed and Member to Report at Next Meeting

Architectural proposals: All members - Read and bring Nelson Martelle proposal and VIA consulting to board

Bruhn Revitalization Grant work:

- i. Kate will contact PTofVT to see if this is a good fit
- ii. Cindy will talk to Alex Tolstoi to give us an updated price
- iii. Jim will talk to WMB to get approval for moving forward

Lease: Jim will continue working on that with WMB and Select Board. Asks Cindy, Kate, Danielle to...

- iv. Think about what each organization wants from a lease, consider needs

Date of Next meeting: 11/20 at 10:30am or 6pm

Motion to Adjourn: 8:11pm motioned by Jim, seconded by Kate