

## MEETING MINUTES

ISSUE DATE 15 December 2020

### MEETING INFORMATION

MEETING DATE	10 December 2020	MEETING TIME	7:15 pm
MEETING NAME	Core Planning Committee meeting #6	MEETING LOCATION	Virtual Zoom Meeting
PROJECT NAME	Ely Library Planning		
FEH PROJECT NUMBER	2020313		
MINUTES PREPARED BY	Emily Sewell		

ATTENDEE NAME	ORGANIZATION	PHONE	EMAIL
<input checked="" type="checkbox"/> Kevin Eipperle	FEH DESIGN	563.583.4900	kevine@fehdesign.com
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<input checked="" type="checkbox"/> Emily Sewell	FEH DESIGN	563.583.4900	emilys@fehdesign.com
<input checked="" type="checkbox"/> Sarah Sellon	Library Director	319.848.7616	ssellon@ely.lib.ia.us
<input checked="" type="checkbox"/> Jaime Allard	Library Board, Rural Trustee		jaime_allard@msn.com
<input checked="" type="checkbox"/> James Higdon	Library Board, President		higsmac@mac.com
<input checked="" type="checkbox"/> Christy Frese	Library Board, Vice Pres		csfrese@aol.com
<input checked="" type="checkbox"/> Alan Wery	Library Board, Secretary		wery@southslope.net
<input checked="" type="checkbox"/> Carrie Ebel	Library Board Trustee		mattcarrie@southslope.net
<input checked="" type="checkbox"/> Jennifer Norman	Library Board Trustee		jkledford@gmail.com
<input checked="" type="checkbox"/> Bailey Freese	Library Board Trustee		freesebm@gmail.com
<input type="checkbox"/> Clary Illian	Fmr. Library Board Trustee		clary@southslope.net
<input checked="" type="checkbox"/> Dan Whitaker	City Council Member		danwhitaker319@msn.com
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<input type="checkbox"/> Adam Thompson	City Administrator	319.848.4103 x 5	cityadmin@elyiowa.com

DISTRIBUTION Core Committee, Design Team

PURPOSE FEH DESIGN process

### DISCUSSION

1. Review ATF Recommendations
  - a. Site D is the preferred option from the Advisory Task Force (ATF)
  - b. Plan D3 was also preferred, but other floor plans also received votes
    - i. Since the plans are conceptual, FEH DESIGN can integrate key elements from other plans into the final schematic design floor plan, if there is support to do so.
    - ii. The Core Committee members were in support of the recommended site from the ATF.
2. Booklet
  - a. FEH DESIGN will be creating a booklet documenting this entire process.

- b. All information and options will be included in the booklet.
- c. The summary cost opinion budgets will be included for each developed plan.
- 3. Fundraising
  - a. There is concern from the group that the overall project cost will be difficult to fundraise.
  - b. The Carver Trust is a common grant for planning and design services costs involved in Library design. There are others available as well.
  - c. Money for a grant writer or fundraising consultant is included in the cost opinions, but full fundraising services may very well exceed the number included.
  - d. The best way to begin the fundraising process is through local support
    - i. The fundraising campaign process has essentially already begun during this public planning process
    - ii. It is important to continue this momentum and educate a wider portion of the community
  - e. Reaching out to local entities who may be willing to partner or provide in-kind donations will also be critical.
  - f. Community support is a strong positive on any grant proposal submission.
  - g. It was suggested that the library assemble a fundraising committee to determine and target an approach. A campaign should be identified before asking for donations. It will be important to tell the story of the Library and the process.
  - h. Initial community supporters and partnerships will be essential to drive the project forward.
  - i. FEH DESIGN can provide advice and answer questions to help facilitate the project. FEH DESIGN can also help with targeted fundraising designs to appeal to specific donors, if needed.
- 4. Community Survey
  - a. FEH DESIGN has provided Sarah with a proposal for the facilitation of a community-wide survey.
  - b. The hope is to get 5-10% of the community to respond to the survey.
  - c. This can be done online, through paper ballots, or a combination of both.
  - d. It will take FEH DESIGN approximately 2 weeks to draft the survey and it would remain open for 4-5 weeks once approved and issued.
  - e. This will be discussed at the January 6<sup>th</sup> library board meeting and the January 18<sup>th</sup> City Council Meeting
    - i. FEH DESIGN will be present virtually at both of these meetings to explain and answer questions.
- 5. Community Outreach
  - a. Like the city, the library group should develop short videos to share information about the project on social media.
  - b. The group should talk with Eldy about including information in the mayor's monthly email to the community
  - c. Information should also be shared in the 2021 first quarter city newsletter.
- 6. Site Acquisition
  - a. Develop multiple options for acquiring the preferred site(s).
    - i. Land Swap
    - ii. Charitable In-Kind Donation (full or partial)
    - iii. TIF district creation
    - iv. Economic development district designation by the City.
    - v. Timeline lease-purchase
  - b. The site determination should wait until after the results of the public survey. Then, a group should approach the owners of the site to start the conversation.



7. Next Meeting: January 6<sup>th</sup> Library Board Meeting at 7:00 PM

This is the author's understanding of the items discussed. Please notify us of any discrepancies within 7 days so revised minutes can be issued.

ATTACHMENTS    None