Russell Library Facilities Committee Special Meeting  
Thursday, February 17, 2022, 5:00 p.m.  
Via Zoom

Present: Trustees Wisneski, Nelson, Hadley, Atherton and Becker  
Also present: Library Director Burkey

1. **Call to Order:** Chairman Nelson called the meeting to order at 5:00 p.m.
2. **Public Comment:** No members of the public were present and no comments had been received.
3. **Unfinished Business:** None.
4. **New Business:** Trustee Nelson discussed the planning process for the new library facility which the Committee should be undertaking. The building program would be a combination of detailed lists of uses as well as a broader list of “concepts” to be incorporated in the new library design. The second aspect of planning for the new library facility is financing. Trustee Nelson discussed how we were to pay for it with using some combination of City money, grants, Federal money, State money and possibly private financing solutions.

The final leg of planning for the new library facility is the scheduling. Chairman Nelson suggested that we start with a target of five years to occupy the new library and then walk back to dates on which we would have a City referendum; hire a design professional; complete our program etc. Director Burkey is working on the program and organizing staff input as well. Trustee Atherton suggested that we target a referendum for the November of 2023 election for strategic and political reasons.

The Committee also discussed tying the Building Program to upcoming library milestones – a 150 Year Anniversary. The Committee discussed the need to hire a design professional when our library program was drafted so that it could be taken from ideas on paper to a visual design plan for a facility. We also discussed the schedule for State funding including Category 1 and Category 2 Grants. Trustee Wisneski refreshed the Committee’s recollection on the things which we already had or would have in our “toolbox” to proceed with the programming, namely the Program, the design professional, the Facilities Assessment, the Strategic Plan, etc. all of which could be used by us. We also discussed how to position ourselves to attract private donations.

The Committee then discussed facilities planning for the lobby which had to be done in the present building in present time in order to resolve ADA and Code compliance issues. Director Burkey discussed applications she was filing to obtain funding for the improvements and the fact that some of them at least would be portable, being able to be
moved to the new facility. Her vision was that the lobby would be a showcase for the public, usable for exhibitions, events and to illustrate the new Library planning.

At 5:45 p.m., upon a motion made by Trustee Atherton and seconded by Trustee Becker the Committee voted to move into Executive Session.

At 6:17 o’clock p.m., on a motion made by Trustee Becker and seconded by Trustee Atherton the Committee adjourned its Executive Session.

At 6:20 o’clock p.m., on a motion made by Trustee Wisneski and seconded by Trustee Atherton the Committee voted to adjourn, noting that the next meeting would be on Thursday, April 7, 2022 at 5:00 p.m.

Respectfully submitted,

Andrew E. Becker
Acting Secretary