

Webster Groves Public Library  
Building Committee Meeting Notes  
May 11, 2009

In attendance: Bill Kuc, Steve Clarke, Bob Powers, Debbie Ladd, Jenny Gossow, Nancy Marshall, Bently Green, Jackie Brenne, Laura Wehrenberg, Glenn Seitz, Stephanie Dents, Bethany Curtis, Paige Shaw, Elise Fortman, Bob Moody

I. Call to order

The meeting was called to order at 7:00 p.m.

II. Consideration of draft RFQ

There were several suggested revisions to the RFQ as written:

- First paragraph should be reworded so that it doesn't say 'operating revenue and leasehold improvements,' but 'This levy increase has two parts, operating revenue and revenue bonds to finance the renovation and expansion of the library building.'
- There should be a better definition of the scope of the job: estimated 7,495 square feet of new construction, 8,830 square feet of renovated space, and an estimated construction cost of \$6,056,030.
- Section B under Cover Letter should not say 'cost of the projects, etc.,' but something more like 'estimated cost of the project as compared to actual project cost.'
- Section E of Cover letter should reiterate our desire to hear about the firm's work with historic buildings, experience with sustainable building design and LEED certification, and experience building libraries and/or other public use buildings.

Mr. Clarke will rework the draft and Mr. Cooper will distribute it to committee members via e-mail for their approval of the changes. It should be ready in time to gain final approval from the library board at its meeting on May 20<sup>th</sup>. The RFQ should be ready to send to the list of interested firms by the week of May 25<sup>th</sup>.

The ad in the Webster Kirkwood Times should be submitted to run at the same time. Mr. Clarke passed out a draft of the ad. One suggested revision was offered: include the date (June 5) of the walk-through.

III. Consideration of firms to receive RFQ

After some discussion it was agreed that we would send the RFQ to all of the firms that have contacted the library to express interest in the project. Ms. Dents suggested that we need to establish consistent evaluative criteria for competing firms. Ms. Wehrenberg volunteered to work on the criteria.

Mr. Green proposed several meeting dates to help expedite the RFQ process:

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|-------------------------|---|
| June 10 <sup>th</sup> : | For discussion of a set of criteria for evaluation of competing firms   |
| June 29 <sup>th</sup> : | For review of submitted responses to RFQ                                |
| July 8 <sup>th</sup> :  | Regular committee meeting: focus on narrowing number of candidate firms |

July 13<sup>th</sup>: To finalize recommendation of firms to be interviewed prior to Library Board meeting on July 15<sup>th</sup>

August 5<sup>th</sup> and 6<sup>th</sup>: For interviews. These meetings may be held at an earlier time than the usual 7 p.m.

There was concern that the library's facilities are inadequate to host good interviews. Ms. Gossow offered to check with WG Recreation Center about availability of a room for that purpose. Mr. Moody indicated that if there is not space available at the Rec Center, he could talk to the WG School District. There was also discussion of establishing an organized way for committee members to ask questions during interviews.

IV. Discussion of committee vice-chairperson

Mr. Green said he would entertain nominees for the post of a vice-chairperson who could lead the committee in his absence. Mr. Moody nominated Ms. Gossow. There was general consent and Ms. Gossow was selected as the vice-chairperson.

V. Adjournment

The meeting was adjourned at 8:15 p.m.