



Webster Groves Public Library
Building Committee Meeting Notes
July 29, 2009

I. Call to order

The meeting was called to order at 7:05. Present: Bill Kuc, Stephanie Dents, Paige Shaw, Laura Wehrenberg, Nancy Marshall, Ann Bolger, Jenny Gossow, Glenn Seitz, Debbie Ladd, Elise Fortman, Bob Powers. Library Director Tom Cooper kept the notes.

II. Discussion of Interview Format

Committee members reviewed the basic interview format that had been sent to the competing firms. The schedule for the interviews was presented as follows:

August 5 th		August 6 th	
Bond Wolfe:	5 o'clock	Dickinson Hussman	5 o'clock
Christner:	6 o'clock	Powers Bowersox	6 o'clock
HKW:	7 o'clock		

Ms. Gossow reminded everyone that the interviews will be held in classrooms 100 and 101 in the Press Building, the main instructional building on the Eden Seminary Campus, 475 East Lockwood. The rooms are available to us between 3 p.m. and 9 p.m. those days. She intends to arrive early enough to set up chairs and tables in whatever format we think might be best for the sessions. Several members said they could also come a little early to help with set-up. Mr. Cooper will arrange to bring drinks and other light refreshment to get us all through the somewhat long sessions.

The committee discussed questions that all of the firms need to answer. Mr. Cooper also presented some questions that had been submitted via e-mail by Mr. Green and Mr. Clarke. In the end, this was the list of questions:

1. What is your overall vision for this project?
2. What does your firm bring to this project that sets it apart from other firms?
3. Do you understand the importance of listening to the client, and forming a relationship?
4. What is your experience programming and developing layouts for public libraries?
5. What is your experience developing temporary quarters for a library, and planning the move to those quarters?
6. Who is your team for this project?
7. How involved will your project manager/designer actually be on the project?
8. Will there be staff/team continuity throughout the project?
9. Has this team worked together before on similar projects?
10. Give an example of a similar project and some of the challenges that were faced.

These questions supplement the basic information required in the Interview Outline. Mr. Cooper will prepare a checklist that each committee member can use to note whether the question was handled

satisfactorily during each firm's presentation. Questions that aren't addressed can be asked during the question sessions that follow. To expedite questioning, one committee member will be the 'lead questioner' for each firm. These members volunteered to be those questioners:

Bond Wolfe:	Stephanie Dents
Christner:	Bill Kuc
HKW:	Jenny Gossow
Dickinson Hussman:	Nancy Marshall
Powers Bowersox:	Bently Green

Of course the question sessions will be open to any committee member who needs an answer to an important question.

Since some committee members will not be able to attend the interviews, it was suggested that we make arrangements to videotape them. Mr. Cooper will work on that.

III. Adjournment

The meeting was adjourned at 7:45 p.m.