

DRML Building Committee Monthly Meeting
MINUTES
April 9, 2025

Attending

Pegs Gibson, Underhill; Eric Gildermeister, Underhill; Holly Hall, Library Director; Wayne Howe, Jericho; Nancy Karlson, Jericho; Sharon Lockwood, Jericho

Call to Order

- The meeting was called to order by Nancy at 7:02 PM

Agenda Adjustments

- None

Comments from the Public

- None

Capital Planning

- **Report from Subcommittee**
 - Review RFP :
 - The RFP was reviewed and minor revisions were made
 - Nancy will revise the RFP and send to the Board before mailing to architects
 - The list of architects was reviewed. Pegs will research and add a few more to ensure that we get at least 3 responses to our RFP
 - Sharon will work on the Needs and Guidelines to be used during walk through with responding architects
 - 1st glance at narrative justification
 - The narrative powerpoint slide show was reviewed and discussed. Challenges exist with working across different technology platforms but progress has been made. Nancy has taken lead on combining sections created by individuals on the subcommittee
 - Eric suggested focusing on making important points more memorable / “sticky”, maybe have the animation club do a TikTok video to add some fun
 - Consensus that we need a short version too and an “elevator pitch” which is a 30 second to 2 minute “spiel” about the project
- **Identify next steps**
 - Subcommittee to meet Tuesday, April 15, 10 AM at DRML to work on the above
 - Send personal invitations to identified community members to participate

Adjournment

- Motion to adjourn made by Pegs, seconded by Sharon, all present in favor, adjourned by Nancy at 8:35 PM