



**Building & Grounds Committee
August 21, 2018 @ 7:00 p.m.
Children's Program Room**

AGENDA

- 1) Review proposed survey and focus group planning for Fall 2018:
 - a. Final draft of survey questions:
 - i. Online survey: Survey Monkey
 - ii. Print survey
 - b. Timeline for implementation of survey
 - i. September 15 – November 30, 2018
 - ii. Start conducting survey at Street Fair Booth on Sept. 15
 - c. Focus group facilitator and proposed meeting schedule
 - d. Proposed costs to conduct the survey and focus group meetings
- 2) Review proposed list of building/space planning needs and estimated costs, including feedback from Architect J. Stewart Roberts
- 3) Discuss development of a formal Building Plan
 - a. Review list of building consultants
 - b. Discuss next steps in developing a Building Plan
- 4) Any new business
 - a. Proposed timeline for repair of Gale Library using CPA funds
 - b. Review proposed bid specs in Request for Response (RFR)
 - c. Discuss plan for moving and storing items in the café space while repair work is happening
- 5) Next meeting date