

**MAE S. BRUCE LIBRARY  
ADVISORY BOARD  
SPECIAL MEETING  
MINUTES OF February 29, 2012**

Sue Johnson, president, called the meeting to order at 10:35am. The following board members were in attendance: Sue Johnson, Sharon Tipton, Kim Holliday and Library Director, Brenda Cheatham. Linda Courtney and Linda Coyle were absent.

The purpose of this meeting was to prepare for the March 5<sup>th</sup>, 9am meeting with the mayor and city manager regarding expansion plans for the library. It was agreed that Kim will present the plans (with the board and Brenda acting as backups as needed). Brenda will have the survey results to present.

The presentation will begin with WHY expansion is a good idea: Additional space will be used for additional stack space, additional workroom space, reading and research area, small meeting room, new computer space and teen/tween area. The result will be more programs and open more hours. We probably want to talk about the survey at this point.

Our budget will be explained and plans handed out for review. We will explain that in order to achieve our “dream” plan we will seek grant funding sources.

We will emphasize that this is a good time to build with construction prices relatively low.

The issues the city will need to assist with are: Staffing for additional space, which includes maintenance staffing; Help with costs for the roof and carpet. These items will need to be replaced in the near future anyway.

We are seeking the city’s advice in the hiring of an architect and/or advice on a bid process. Does the city have anyone to assist with writing an RFP? We also need to be advised as to the next step in this process now that we have spoken to them.

Sharon Tipton  
Secretary