

**Waterboro Library**  
**Building Committee Minutes**  
**Monday, January 17, 2005**

Attending: Ruth Blake, Sue Hatch, Tom Cyr, Rit Pinette, Jack Seery, Steve Chamberlain

Guest: Debbie Downs, Grant Writing sub-committee

The meeting opened at 6:00 p.m. with the motion to accept the minutes of the last meeting. Accepted unanimously.

Due to absence of secretary Wendy Carter, Tom Cyr volunteered to record minutes.

Report - Site Selection sub-committee

Rit reported progress. Contact has been made with a potential seller of a 3 acre site in the committee's preferred location area. The seller is proceeding with soil tests and other related tests to determine suitability. The committee thought that 3 acres would still be workable, even though it's smaller than the desired 5 acres. Contact is proceeding.

Report - Grant Writing

Debbie Downs has started a list of potential foundations and other grant sources that would be amenable to awarding grants to libraries. Nothing further can be done until a 501c3 organization has been established and a site and preliminary design has been determined. She will continue her research.

Report - Friends

Sue Hatch indicated the Friends application for 501c3 is in process. It is, however a multi-month process at the IRS. Other fund-raising efforts upcoming is the 'Cabin Fever' book sale on Feb. 5th.

Report - Design

Steve Chamberlain has compiled an extensive list of potential architects working in southern Maine. He asked to be allowed to draft a general letter to send to a selected 30 firms and individuals, asking for their interest in our project and for their portfolios and general information. He will then cull the list down to 10 firms and individuals to present to the committee to consider further.

Motion by Jack, 2nd by Sue to authorize him to proceed as described with the caveat that the text of the letter be emailed to the committee for review and comment prior to sending.

Motion to adjourn by Jack, 2nd by Rit at approx. 7pm

The next meeting will be held on February 21st at 6:00 p.m.

Submitted,

Tom Cyr, Acting Secretary