

**DRAFT**

**Annex Committee of the DPLS Board of Trustees**

**Meeting Minutes - Tuesday, March 12, 2024**

**Defiance Public Library, 320 Fort St., Defiance**

The Annex Committee of the DPLS Board of Trustees met on Tuesday, March 12, 2024, at Defiance Public Library, notice of said meeting pursuant to ORC 121 having been posted.

1. Laura Connor called the meeting to order at 5:01 p.m. Also in attendance were committee members Cara Bolley, Rebekah DeVeaux, Terry Howarth, Jeff Hahn, Beth Michel, Danielle Weber, Taryn Lawson, Chris Korhn, and Bill Duerk, as well as Cara Potter and Nancy Roehrig.

2. Visitors present: Jim Schanck

3. Public Comment: None

Members of the group briefly introduced themselves.

4. Amendments to Agenda:

Motion by Terry Howarth to approve minutes of February's meeting, second by Chris Korhn. Motion carried.

5. Items for Discussion:

5.1. Future meeting dates

- Meetings will be on the third Tuesday of each month at 5:00 p.m. at Defiance Public Library. Location could change to accommodate a larger group when/if needed.

5.2. Capital Campaign

- Cara Potter reported she and Nancy Roehrig met today (3/12) via Zoom with a representative from the Hodge Group, the company chosen by the Board of Trustees to Conduct the Capital Campaign Feasibility Study. Timeline provided by Hodge Group is:
  - March 12-April 16: Collect information
  - April 16-May 21: Develop case statement
  - May 21-June 25: Interviews and final report

### 5.3. Building Planning

- Staff suggestions will be shared with the committee via a secure page on the DPLS website.
- Potter reported Sen. Rob McColley will visit Defiance Public Library Thursday to discuss state money available for one-time strategic initiatives.
- Potter reported that architectural and engineering costs will be 9.5% of construction costs (information provided by Jerry Overmier).
- Consensus was reached that subcommittees will be formed once the project has progressed further.

### 5.4 Sale of Houses

- Potter noted that while the library owns 109 Jefferson Ave., the other two pieces of property revert back to the donor in the event that the project does not take place within a specified time period.
- Potter reported she is working with Beth Sigg on the sale of 109 Jefferson & 319 Fort Street, with plans to seek assistance from a lawyer/auctioneer with experience in handling sealed bids.
- No action taken—Potter stated she will confer with the Board of Trustees re: their preferred next steps.

### 5.5 Public Relations

- Taryn Lawson reported that a public annex information webpage and mailing list have been established.
- A secure/password protected page will be established for document-sharing between committee members.

### 5.6 Additional Committee Members

- Potter reported that a neighborhood representative will be added to the existing committee.

**Meeting adjourned at 5:47PM**