

**Draft Charge to ~~Design Advisory Team~~ IPL 100 Project Team
Ilsley Public Library Project**

Revised 12/29/2021

1. Charge

Guide development of design options with a team of professionals that fulfill the vision statement provided below, accomplishing the goals of as many of the building pillars as possible. Coordinate funding strategies and community engagement efforts to bring the project to fruition.

VISION STATEMENT

The new Ilsley Public Library will be a welcoming, accessible, and safe community hub with the flexibility and sustainability to enrich community members' lives now and into the future.

PILLARS

- **WELCOMING:** Design, entrances, and light, open spaces invite everyone in and create a welcoming atmosphere with opportunities to be greeted directly.
- **ACCESSIBLE:** All spaces, interior and exterior, allow for and support inclusive participation for all community members.
- **SAFE:** All spaces prioritize the physical safety and health of staff and community members.
- **COMMUNITY HUB:** The building provides comfortable places for community members to gather, connect, collaborate, and learn together.
- **FLEXIBLE:** Spaces are able to accommodate shifting programmatic, technological, workflow, and collections needs into the future.
- **SUSTAINABLE:** The new building makes efficient use limited resources such as of energy and water, through excellence in design, construction, and maintenance.

2. Key action items

- A. Review the report- prepared by the -IPL 100 Working Group.
- B. Re-assess current project needs and develop a square footage program to meet the library's operational needs in context with:
 - alignment with the 2020 Middlebury Downtown Master Plan and possible EDI project
 - highest and best use for current site and facility in light of above
 - potential partnerships (public or private) to enhance programs or share costs
 - current and anticipated community service program needs
 - ongoing maintenance, building code, environmental, and structural challenges
- C. Explore alternate development strategies such as Master Planning, Phasing, and Adaptive Re-use as means of cost containment or strategic funding pathways. See Footnote ¹.
- D. Consider a variety of professional services delivery modes including traditional DBB (Design-Bid-Build), DB (Design/Build), and CM (Construction Management) approaches.

- E. With Selectboard approval engage an appropriate professional design team to meet challenges most effectively: consider engineers, architects, estimators, construction managers, design/builders, developers, fundraising and communications professionals. See Footnote ².
- F. Solicit public feedback and involvement on design and costs at every step of the way.
- G. Make recommendation to Library Trustees/Selectboard

Note, the Trustees envision two separate groups apart from the ~~Design Advisory Team~~IPL 100 Project Team.

- 1. A Community Engagement Team to solicit community feedback and involvement
- 2. A Funding Team to explore a variety of funding options

These groups would be formed and convened after the ~~Design Advisory Team~~IPL 100 Project Team is up and running. It is anticipated that these groups will be chaired by members of the IPL 100 Project Team.

3. Proposed timeline

12–18 months.

4. Reporting

The ~~Design Advisory Team~~IPL 100 Project Team should provide brief written reports to the Selectboard and to the Ilsley Public Library Board of Trustees on a monthly basis and more detailed reports as warranted or when reaching key decision points.

5. Meeting frequency

The ~~Design Advisory Team~~IPL 100 Project Team will meet semi-monthly (every two weeks). Subgroups may meet more frequently.

6. Proposed Design Team composition and size

~~Library Director, one additional town staff member, 1–2 members of the Trustees, 1–2 members of Selectboard (either as full members or as liaisons), 1–2 members of the public. This composition would result in 5–8 members total, depending on how staff are counted and whether there are 1 or 2 members of the Trustees, Selectboard, and public.~~

The Project Team will be composed of seven voting members and two non-voting members.

Voting Members: two members of the Selectboard; two members of the library trustees; one member of the public with funding expertise; one member of the public with community engagement expertise; and one member of the public with library administration and/or library design expertise.

Non-voting Members : library director and town administration liaison.

7. Resources

The ~~Design Advisory Team~~IPL 100 Project Team should draw on the following resources:

- a) 2017 feasibility report including engineering reports, site analysis, program analysis, and proposed design direction
- b) records, plans, and experience of 2014-2017 Library Building Committee
- c) 2020 building needs as prioritized by the Ilsley Trustees
- d) 2020 Downtown Master Plan
- e) expertise of town staff including library, planning, and public works

- f) expertise from members of the community including Development Review Board and Planning Commission
- g) expertise of a team of design professionals
- h) the Library Funding Team and Community Engagement Team

8. Next steps following report

Once a proposed design is recommended, the Trustees and Selectboard will approve or disapprove of the proposed project. When a design is approved, the Trustees anticipate the need for a bond vote, in addition to a fundraising campaign and potential state, federal, and private sources of grant funding and/or through any potential partnerships that are developed as part of the design process.

9. Site and location

The ~~design team~~IPL 100 Project Team should focus its efforts on renovating and possibly expanding the existing library building as an important anchor destination on Main Street in downtown Middlebury. However, sufficient exploration of the comparative costs, advantages, and disadvantages of an alternative location should be established to confirm this decision.

¹ Guidance on overall project budget and costs. The ~~Design Advisory~~IPL 100 Project Team and selected professionals should present multiple project approaches at different cost points, with explanations of the benefits and drawbacks of each. Strategies for funding from different sources should also be examined: bond vote, grants, public-private partnerships, developer investment, use of capital budgets for maintenance.

² In 2017 the Selectboard set aside \$25,000 for a fundraising feasibility study. The Trustees propose putting these funds at the disposal of the ~~design advisory team~~IPL 100 Project Team for FY 2022 and potentially budgeting additional capital funds for planning/design purposes for FY 2023. As a great deal of groundwork was completed by the previous building committee and architect (site analysis, engineering reports) these fees will enable the new project to be moved forward with a fresh professional design team & renewed confidence.