

Charge to Ilsley 100 Project Team

As adopted by the Middlebury Select Board, March 22, 2022

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 Library Renovation/Expansion 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, two separate subcommittees are envisioned as part of the IIsley 100 Project Team:

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

These teams would be formed and convened after the IIsley 100 Project Team is up and running. It is anticipated that these teams will be chaired by members of the IIsley 100 Project Team to provide clear communication. However, to avoid volunteer burnout the membership of these teams would not overlap.

3. Proposed timeline

12–18 months.

4. Reporting

The IIsley 100 Project Team reports to the Selectboard, and should provide brief written reports to the IIsley Public Library Board of Trustees on a regular basis, and more detailed reports as warranted or when reaching key decision points.

5. Meeting frequency

¹ Guidance on overall project budget and costs. The IIsley 100 Project Team, the Funding Strategies 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 IIsley Library Trustees propose putting these funds at the disposal of the IIsley 100 Project Team for FY 2022 and 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 and renewed confidence.

The Ilsley 100 Project Team will meet at least semi-monthly (every two weeks).

6. Proposed Ilsley 100 Project Team composition and size

The Ilsley 100 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 and communications 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 Ilsley 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, Planning Commission, Energy Committee, and Infrastructure Committee
- g. expertise of a team of design professionals
- h. the Library Funding Strategy Team and Community Engagement Team

8. Next steps following recommended design

Once a proposed design with projected costs is recommended, the Trustees and Selectboard will approve or disapprove of the proposed project. Projected costs will be analyzed for the most appropriate combination of funding sources to bring the project to fruition, including:

- a bond vote
- a fundraising campaign
- Grants (federal, state, private)
- potential partnerships

An implementation strategy will be discussed and approved by the Trustees and Selectboard.

9. Site and location

The Ilsley 100 Project Team should not limit its efforts solely to renovating and possibly expanding the existing library building. The comparative costs, advantages, and disadvantages of alternative locations should be considered.