

Vineyard Haven Public Library Building Design and Construction Committee
Meeting Minutes for Thursday, September 26th, 2018
Held at the Vineyard Haven Public Library

Committee Members Present: Ian Aitchison; Andrew Flake (Vice-Chair); Johanna Kobran; Sandy Pratt (Ex-Officio); Ben Robinson; Amy Ryan (Ex-Officio)

Committee Members Absent: Jim Norton; Hal Garneau (Secretary); Paul Munafo (Chair)

AFlake called the meeting to order at 10:20 a.m.

Approval of minutes of prior meetings deferred.

Committee reviewed draft of interview questions for designers/architects that responded to the Request for Qualifications (RFQ), that had been revised by HGarneau and ARyan, and made minor changes.

Discussion was held on the interview process. It was decided that PMunafo and ARyan will launch meeting with introductions. Firm will have up to 20 minutes for a presentation. Interview questions are divided into three sections, and BRobinson, AFlake, and IAitchison will ask the questions in one section each, and be responsible for moving that part of the interview along and keeping within time limits of 15-20 minutes per section.

Committee discussed scoring procedure for interviews, and decided each member would score each interview question on a ten point scale. ARyan will prepare printed forms for each member.

ARyan advised Committee that if they have had relationships with respondents to the RFQ, to avoid the "appearance of conflict" committee members can make a public disclosure of the facts, in writing to the appointing official (Library Board of Trustees). Statements given to ARyan will be presented to Trustees at upcoming public meeting.

Next meeting scheduled for 12:45 p.m. on Thursday, September 27th, with first interview scheduled at 1 p.m.

Meeting was adjourned at 11 a.m.

Respectfully submitted,
Amy Ryan

Approved 12/28/2018


