

STILLWATER COUNTY LIBRARY COUNTY CENTER STEERING COMMITTEE

MINUTES OF MEETING

Tuesday, **March 8, 2016**, at 6:30 p.m.

Stillwater County West Annex

431 Quarry Rd

COMMITTEE MEMBERS PRESENT: Tyrel Hamilton (Chair), Lee Schmelzer (Vice-Chair), Kathy Hollar (Secretary), Della Haverland, Jeff Limburg, and Bob VanOosten.

COMMITTEE MEMBERS NOT PRESENT: Kenneth “Corky” Kem, Kris Good

GUEST: Marissa Hauge, Stillwater County Economic Development

- I. CALL TO ORDER:** Ty called the meeting to order at 6:30 p.m.
- II. MINUTES APPROVAL:** Della made a motion to approve the minutes from the February 25th meeting. Lee seconded; with all in favor, motion carried.
- III. UNFINISHED BUSINESS:**
 - A. Final RFQ Approval (Space Requirements) – Action Item:** The Builder Exchange and the Stillwater County News will be used for publications. The scope will be added after received from Kris. Marissa will follow up on a funds agreement between all parties. Selection Criteria was discussed and how it will be weighted for the final selection. A selection committee will bring back the top firms to be reviewed at April meeting. Publishing dates will be March 17th, and 24th with the proposals due on April 8th at 4:00 p.m. Interviews will be held on May 11th. Steering Committee Approval on May 17th. Jeff made a motion to approve the RFQ with noted changes Lee seconded the motion; with all in favor, motion carried.
***This timeline was moved back because the Commission and the County Attorney wanted to review the project. Publishing dates were March 24 and March 31, 2016. Proposals due April 15, 2016. Interviews will be held on May 12, 13, or 16, 2016. Committee Approval is still at the May 17, 2016 meeting.
 - B. Selection Committee Appointments – Action Item-** Marissa with Stillwater County Economic Development, Melissa Kramer with Columbus Community Foundation and we have invited a Stillwater County Commissioner to join. Della, Ty and Lee volunteered to be on the committee. Bob will be an alternate. Jeff made a motion to accept the volunteers and Corky will be asked to be a 4th alternate. Bob seconded the motion.
 - C. Publicity** – Della and Marissa will write up an article in the Stillwater County News thanking the Columbus Community Foundation, Stillwater County and the

Stillwater County Library. Also Ty will write up a letter of update to be sent to the town of Columbus.

IV. NEW BUSINESS:

No new business at this time.

V. SET NEXT MEETING DATE: Della moved that the next meeting be April 19th and Jeff seconded.

VI. ADJOURN: With no more business to be discussed, Jeff motioned to adjourn. Bob seconded; with all in favor, motion carried. The meeting adjourned at 7:40 p.m..

The next regularly scheduled meeting is April 19th, 2016 at 6:30 p.m. at the Stillwater County West Annex located at 431 Quarry Rd, Columbus, Montana.

Kathy Hollar

Stillwater County Library County Center Steering Committee Secretary