

Key Responsibilities:

1. Project Planning and Development:

- Collaborate with the Library Board, library staff, and other stakeholders to identify the vision and needs for the new or renovated library facility.
- Define project goals, scope, timeline, and budget.
- Ensure that the project aligns with the library's long-term mission and goals.

2. Community Engagement:

- Act as a liaison between the library and the community, soliciting feedback and addressing concerns from community members, library users, and other stakeholders.
- Organize and participate in public meetings or forums to gather input on design and functionality.

3. Design Oversight:

- Work with architects, engineers, and designers to ensure the library design is functional, accessible, and sustainable.
- Issue the RFP/RFQ for the Owner's Project Manager and supervise the bidding process
- Recommend the preferred OPM to the Trustees
- Work with the OPM to issue the RFQ for the architect and supervise the bidding process
- Negotiate fees with the architect and execute the contract
- Oversee schematic design process to the MPLCP Level of Design and present completed Level Of Design to the Trustees
- Ensure that the library design meets ADA (Americans with Disabilities Act) compliance, safety standards, and other regulatory requirements.
- Review and approve design concepts, floor plans, and final architectural plans.

4. Budget and Funding Management:

- Ensure the project stays within budget by regularly reviewing expenses and identifying potential cost-saving measures.
- Assist in fundraising efforts, including grant writing, sponsorships, and donations, to secure necessary funding for the project.
- Approve any necessary changes to the budget or scope of work.

5. Construction Oversight:

- Monitor construction progress to ensure it stays on schedule and meets quality standards.
- Address any issues or concerns that arise during the construction process.
- Coordinate with contractors and construction teams to ensure the project is completed on time and within budget.

6. Communication and Reporting:

- Provide regular updates to the Library Board of Trustees, local government, and community stakeholders.
- Ensure transparency in the decision-making process and maintain accurate project documentation.

7. Post-Construction Evaluation:

- Once the project is complete, participate in a post-occupancy evaluation to assess whether the building meets the needs of library staff and users.
- Suggest improvements or adjustments as necessary.

Qualifications:

- Interest in library services and the community's needs.
- Experience in one or more of the following areas: architecture, construction, project management, library services, finance, or community engagement.
- Strong communication skills, including the ability to work effectively with a variety of stakeholders.
- Ability to collaborate and work in a team-oriented environment.
- Knowledge of budgeting and financial oversight for large projects is a plus.

- Understanding of building codes, zoning laws, and accessibility requirements is beneficial.
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Committee Member Expectations:

- Attend regular meetings (e.g., monthly or as scheduled).
 - Be prepared to contribute ideas, perspectives, and expertise to the project.
 - Actively participate in decision-making and problem-solving processes.
 - Support the project through its completion and, if applicable, the grand opening of the new or renovated library.
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This committee plays a critical role in the success of a library's physical space, and its members are tasked with making key decisions that will shape the library's future. Whether it's overseeing design choices or managing finances, each member brings expertise that contributes to the library's long-term success.