

Library & Events Center Task Force



January 9, 2019 at 8:00 a.m.

Chapman Room • City Hall Second Floor
401 South Park Avenue, Winter Park, Florida

1 administrative

- a. Approve minutes (November 7)
- b. Public Comment

2 Informational

- a. Project update

3 action

- a. Campus Management discussion
- b. Format and timeline to bring recommendations to Commission

4 new business

5 adjourn

appeals & assistance

"If a person decides to appeal any decision made by the Board with respect to any matter considered at such meeting or hearing, he/she will need a record of the proceedings, and that, for such purpose, he/she may need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be based." (F. S. 286.0105).

"Persons with disabilities needing assistance to participate in any of these proceedings should contact the City Clerk's Office (407-599-3277) at least 48 hours in advance of the meeting."

Library & Events Center Task Force
November 7, 2018

The meeting was called to order at 8:00 a.m. in the commission chambers of city hall.

Members present: Teri Gagliano, Tom McMacken and Sam Stark

Staff Members present: Troy Attaway, Leif Bouffard, Clarissa Howard, Brenda Moody, Michelle Neuner and Jason Seeley

Administrative items

- a. Approve minutes – Tom McMacken moved to approve the September 26 minutes as presented; seconded by Sam Stark; motion carried unanimously.
- b. Public comment –
 - Terry Bryant shared her excitement about the new library enhancements.

Action items

- a. Catering – Detailed Exploration of 2 Options

Ms. Moody and Mr. Bouffard presented further exploration of Option 2 – Preferred Catering. It was noted the next step is to develop a Request For Proposal (RFP) and to also consider other preference and options potentially for music/audio visual.

- b. Marketing Timeline 2019

Ms. Howard presented a preliminary marketing plan, which led into a discussion of staffing. It was noted that further details would be provided in January.

The next meeting was tentatively scheduled for December 5, 2018 at 8:00 a.m. in the Chapman Room, City Hall, Second Floor.

The meeting adjourned at 9:05 a.m.