

**Library & Events Center Task Force**  
**December 6, 2017**

The meeting was called to order at 8:00 a.m.

Members present: Leslie O'Shaughnessy, Tom McMacken and Sam Stark

Staff Members present: Brenda Moody, Troy Attaway, Peter Moore and Michelle Neuner

Others present: Shawn Shaffer, Executive Director for Winter Park Public Library

**Administrative items**

Tom McMacken moved to approve the November 22 minutes as presented; seconded by Leslie O'Shaughnessy; motion carried unanimously.

**Public comment** – None.

**Informational items**

**a. Design Update**

Mr. Attaway advised that the project team is currently working on the schematic design and final documents should be completed by the end of January. Several meetings were held last week with the design team, builders and stakeholders to discuss and obtain feedback related to parking, building layout, operational/space needs, etc.

Mr. McMacken disclosed that as a private citizen he shared his comments to city staff related to the conceptual design. Ms. O'Shaughnessy also disclosed that she shared her thoughts and considerations to city staff. Mr. Attaway advised that he relayed their comments to the design team.

Upon request, Ms. Shafer provided a brief update on the library's branding exercise. Mr. McMacken suggested that the city start the naming process for the facility, so that we are in sync when it comes time to move forward with fundraising activities.

Ms. Neuner recapped the priority items that were agreed upon at the last meeting (Design-Parking and Park Integration/Interaction, Image-Communications and Operations-Roles/Responsibilities). She noted that staff will be focusing on these three specific items and provide updates at each meeting. In response to questions raised regarding the role of the task force members and how they should proceed with updating the Commission, Ms. Neuner encouraged the team to create a monthly summary report with recommendations and present at the Commission meeting(s) for feedback and direction, if needed.

**b. Budget/Information discussion**

Budget & Performance Manager, Peter Moore provided financial information and addressed questions related to the City's monetary support for the library operations, the City's support vs. Orange County millage based system (with and without rent subsidy), library/events center debt service millage and future operating obligations of the City.

Due to the upcoming holidays, the meetings in January were changed to January 10 and 24, 2018.

The next meeting was scheduled for January 10, 2018 at 8:00 a.m. in the Chapman Room, City Hall, Second Floor.

The meeting adjourned at 8:50 a.m.