

Library & Events Center Task Force
February 7, 2018

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, Leif Bouffard, Clarissa Howard and Michelle Neuner

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

Administrative items

Tom McMacken moved to approve the December 6, 2017 and January 24, 2018 minutes as presented; seconded by Sam Stark; motion carried unanimously.

Public comment – None.

Informational items

a. Events Center Business Plan

Mr. Bouffard provided a brief summary and addressed questions related to the Winter Park Events Center Business Plan documents which were presented during this meeting. A brief discussion transpired related to staffing levels and duties, staffing time line, financial management and rental pricing.

For comparison purposes, Mr. Stark felt it would be beneficial for staff to investigate outsourcing the following: management group and local catering vendors. Ms. Neuner acknowledged and said the first step would be for staff to host a casual Q&A community meeting with local caterers to assist with idea development on the pros/cons regarding a preferred catering concept, multi-use kitchen concepts for different functions, important building/facility features, etc.. A favorable response was received by the task force members.

Ms. O’Shaughnessy felt there would be a significant educational value in displaying a retrospective of Sir David Adjaye’s architectural work at the library and/or other areas within the community.

Ms. Neuner advised that staff will continue to refine the business plan. As new information becomes available it will be added to the plan and shared with them.

b. Schematic Design Update

Ms. Neuner advised that since the schematic design is still underway, it will not be presented to the City Commission on February 12.

The next meeting was scheduled for February 21, 2018 at 8:00 a.m. in the Chapman Room, City Hall, Second Floor.

The meeting adjourned at 8:54 a.m.