

**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.