

## Ramsdell Building Committee

The Ramsdell Building Advisory Committee was formed to assist in the design of a modern, progressive, next-generation library and provide recommendations to the Selectboard and Board of Library Trustees throughout the Massachusetts Board of Library Commissioners (MBLC) building grant process.

### **The committee accomplishes this goal through the following methods:**

- 1) Making recommendations regarding the design and function of the library.
- 2) Soliciting input from the Library Board of Trustees, staff, Friends of the Great Barrington Libraries, and the community-at-large.
- 3) Keeping the Board of Trustees informed with a report at each monthly board meeting.
- 4) Becoming familiar with design principals, both functional and aesthetic, of 21st-century public libraries.
- 5) Reviewing the current Library Building Program, and assisting with other tasks necessary to be eligible for a grant application to the Massachusetts Public Library Construction Program (MPLCP) due May 31, 2024.
- 6) Assisting in establishing design priorities.
- 7) Reviewing final design documents.
- 8) Making final design recommendations to the Board of Trustees, Selectboard, and Town Manager for approval.

### **MEMBERSHIP**

1. Members are to be appointed by the Selectboard. The terms of the first members shall be for one, two, or three years, and so arranged that the term of one-third of the members expires each year, and their successor shall be appointed for terms of three years each.
2. The committee shall consist of seven (7) members representing the following: The Library Director, two (2) Board of Library Trustees members, one (1) architect or design professional, one (1) representative from the Department of Public Works (DPW) and two (2) members at-large. A preference is given to Housatonic residents with relevant professional experience.
3. If any member is absent from three (3) regularly scheduled meetings in any one calendar year, a recommendation shall be made to the Selectboard that they be removed from the committee, unless any or all absences have been excused for good cause by the chairperson.
4. Resignation shall be made by notifying the chairperson of the Committee and the Town Manager and Town Clerk in writing.
5. The Selectboard shall fill any vacancy in the same manner as an original appointment.
6. The Selectboard may remove any member(s) of said Committee, or disband the Committee at any time and for any reason, by majority vote of the board.
7. Members shall get the approval of the committee prior to making statements or joining activities on behalf of the committee.

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8. All members shall have full voting rights in Committee matters.

### **OFFICER DUTIES**

1. The officers shall include a chairperson and clerk.

2. Duties:

a. The chairperson shall:

- i. Develop the agenda in coordination with the other committee members;
- ii. Preside over all meetings following Roberts Rules of Order;

b. The clerk shall:

- i. Keep records of all meetings attendance, minutes, and correspondence.
- ii. Post notices of all meetings forty-eight (48) hours before each meeting and regularly file minutes with the Town Clerk in accordance with the Massachusetts Open Meeting Law (OML)

### **MEETING SCHEDULE**

The committee meets monthly with other special meetings as necessary. The time and place of meeting will be decided at the first meeting and followed in a regular calendar schedule.

All meetings will be conducted in accordance with the Open Meeting Law.