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**APPLETON PUBLIC LIBRARY**  
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**TO:** Appleton Public Library Board of Trustees  
**FROM:** Colleen Rortvedt, Library Director  
**DATE:** May 9, 2018  
**SUBJECT:** Informational update on establishment of teams for building project

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At the April Appleton Public Library Board of Trustees Meeting, the board approved supporting the City's efforts to include the library's needs as identified in Option 1 in a Mixed-Use Development with Commercial Horizons on the current site of the Soldier's Square Parking Ramp.

OPN, library architects working with Commercial Horizons, has requested that we assemble the following teams to ensure diverse representation and broad community involvement. This structure allows timely decision making that does not fall within the responsibility of the Library Board of Trustees.

**Core Team:** 4-6 individuals who are empowered to make decisions throughout the design process. This should include library staff leadership, facilities leadership and the library board president.

**Core Team Plus:** This includes the Core Team participants + 3-5 additional members. This should include additional representation from the Trustees, Friends, City and/or influential individuals within the city and strong advocates of the library and its services.

**Collaborative Partners:** 5-7 individuals in addition to Core Team Plus. This should include additional stakeholders and leadership from organizations closely related to the proposed development, area educational institutions, the arts community and city planning to ensure that the Core Teams goals and objectives align with the City's long-term planning concepts.

Team members will be expected to be available at the scheduled times and dates for all meetings to ensure that we can adhere to the schedule.

OPN's draft schedule includes a series of meetings that will be either in-person or online. There are multiple points of check in with the Library Board of Trustees, staff, stakeholders, Friends and the broader community.

The project kick-off is planned for June 6-7 and will include a visioning session. The Library Board, staff, stakeholders, friends and the greater community will have opportunities to be a part of this phase of the process.