

## **MINUTES**

**September 30, 2013**

**Library Planning Committee  
Thomas Memorial Library  
Community Room**

Members Present:

Frank Governali  
Molly MacAuslan  
Kathy Ray  
Jessica Sullivan  
Kate Williams-Hewitt  
Jay Scherma, Library Director, Ex Officio

Absent: Greg Marles, Facilities Director, Ex Officio

The meeting was called to order at 3:08 PM.

Guests present:

Richard Reed and Cynthia Loebenstien, Reed & Co. Architects

Cape Elizabeth Historical Preservation Society Members:

Wayne (Alex ) Brooking, Jr, Chairman  
Wayne Brooking Sr.  
Beverly Brooking  
Jane Beckwith  
Dorothy Higgins  
Ellen Van Fleet

No members of the public were present.

### **Cape Elizabeth Historical Preservation Society**

By consensus agreement the agenda order was changed in order to address item # 4, the Cape Elizabeth Historical Preservation Society ( CEHPS ) first.

Introductions were made.

In response to Molly's request to open discussion on the concerns of the CEHPS, Alex Brooking noted prior LPC minutes mentioning possible other suitable locations for the CEHPS . As a researcher, Alex wants the CEHPS to remain within the library due to the proximity of antique reference books.

Molly asked about CEHPS books; can we house the CEHPS collection here or offsite ? Jay responded that we could catalog all of their books using Minerva software. Currently, the CEHPS books are cataloged for CEHPS use only. The CEHPS is a custodian for some town records, thought the town may still own them. An archival catalog may be considered.

Ellen suggested that their books be scanned for digital access, though that effort would be beyond the capability of the CEHPS. Alex is concerned with protecting archival documents; there should be direct supervision of public access. Volunteer members of the CEHPS routinely try to accommodate requests of the public to view historical documents, research genealogy, etc.

Alex explained that the CEHPS has mostly archival documents as opposed to artifacts, as they don't have adequate display space for artifacts. They do not actively pursue any acquisition of historical objects due to lack of space for storage and display. In response to Kate's question, they report that since becoming an organized group, they have always been housed here at the library.

Discussion was held about the possibility of the CEHPS moving into part of the police station building. Members were given a tour about a year ago. They think there are accessibility problems and parking would be too far away. They had an architect draw rough plans a year ago, and they think it there would barely be enough space. Also, they would not be able to put heavy furniture on the floor in the former dispatch space.

At 3:48 PM the CEHPS members left to meet with Dick Reed and Cynthia Loebenstein about space design needs.

The minutes of August 27, 2013 were approved.

The minutes of September 9 were approved pending correction of several spelling errors.

The minutes of September 20, 2013 were approved.

Discussion continued concerning the CEHPS and its relationship to the town. Jessica will meet with the Town Manager to confirm their organizational status within the town.

### **TML Service Plans/Space Requirements**

Kathy reviewed her findings on spaces in town that have been viewed as re-purposeable and potential locations for the library. These include the Police Station, the Fire Station, Town Hall, and the Community Services building. She has identified the square footage of each building as well as the number of parking spaces each

has. She will call the Fire Station to ask about the second floor space above the meeting room.

In a brief discussion about meeting space in other town buildings, it was noted that school buildings are not available when school is in session. Kathy will ask Greg Marles about the availability of the High School auditorium at other times of the year. Frank asked if we should include Town all in a programming space discussion.

Discussion took place concerning how we will make our decisions concerning meeting space needs. Jay will review data on use of library space and provide a report at the next meeting. He will look at the last 12 months and also at seasonal fluctuations. This information will also help us consider programming needs. Once we determine the last year's use of space programming, we will be able to more accurately look at the square footage of other town facilities and make recommendations about their re-purpose potential.

Jay reported that Reed & Co will be meeting with the library staff to discuss function and operations in the current facility, and optimally in a future facility. He feels that Reed & CO. has an accurate understanding of the statistical factors such as patron use patterns, current shelving needs, etc.

### **Focus Group**

Molly and Kate reported on the Focus Group meeting. It was felt to have been very successful and participation was meaningful. The intent was to test the assumptions of the narrative summaries of the August 19, 2013 Public Outreach Roundtable discussion at the High School Cafeteria. The Focus Group overwhelmingly supported the narrative assumptions.

### **Online Survey Results**

The results of the survey were reviewed. The survey was available for participation from 9/12/13 to 9/19/13, online and by paper. 219 citizens participated. No one submitted paper survey responses; all 219 were submitted online via Survey Monkey. Frank will reformat the narrative responses into a pdf document and send to Jay. This, along with graphics, should be included as an appendix to the final report. We should not attempt to summarize it.

### **Other**

Concerning the final report to the Town Council, Frank will create an outline structure. We will each provide narratives ( executive summary style ) of the reports we have given during our committee tenure. On the October 7 meeting we will each discuss plans for our individual summaries. We will also plan our final timeline, and on October 18 have a preliminary discussion of the final draft.

Jessica will contact Reed & CO to schedule their meeting with the School Board and to ask about meeting us on October 15, when they will have completed their meetings with various key groups and provide deliverables of program space needs. They are scheduled to meet with business community representatives on Thursday October 3 from 7-9 PM at the Jordan Conference room in Town Hall.

The next Library Planning Committee meeting is October 7, 1 PM in the Police Station.

The meeting was adjourned at 5:38 PM.

Jessica Sullivan, Secretary