

MINUTES

October 15, 2013

**Library Planning Committee
Thomas Memorial Library
Maine Room**

Members Present:

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

Absent: Greg Marles, Facilities Director, Ex Officio

The meeting was called to order by Chair Molly MacAuslan at 3:09 PM.

Review Areas of Concern

Molly asked all committee members to review past minutes prior to the next meeting, in order to ensure that all items and concerns have been addressed.

Discussion took place on a review of topics: is there anything we have not covered ?

Kate and Jessica expressed concern that the concept of combining the Thomas Memorial Library with the school department libraries was not addressed and could possibly be considered under "other town facilities". This has been discussed publically in the recent past but not all citizens may be aware of the issues and problems surrounding such a merger. There was consensus agreement that Meredith Nadeau, Superintendent of Schools would be asked to provide a statement addressing this issue (Meredith spoke to this in a public hearing on the library in 2012). Kate will contact Meredith.

Although we were not asked to provide any information concerning funding sources, we have included comments on funding in our report. Nevertheless, Jessica is concerned that our conclusions lack supporting data. Frank will send her an email received from a northern Maine librarian on the subject and she will review it for possible addition into the funding sources section.

Reed & Co. will present their preliminary program findings at our meeting on Friday October 18, 2013.

Report Writing

Discussion ensued concerning the format of the final report. There was consensus agreement that it be structured in the manner of Molly's "Draft Outline for LPC Final Report" which was handed to the committee on October 7, 2013. Frank will assemble the report.

The main structure (sub-headings to follow) will be:

- Executive Summary
- Introduction
- Review of Past Work
- Research
- Recommendations
- Appendices

Kate suggested that we include a glossary of terms in our final report. Acronyms such as "Minerva" are unknown to many. Kate and Jay will work on this.

Jessica asked the Town Manager how he should receive the final draft by noon on October 30. It should be sent as a pdf file. Mike will be able to make paper copies immediately and as needed. She also reported that the final draft report will be an agenda item on the November 6, 2013 Town Council meeting.

Kate reviewed her summary of the site visits taken to area libraries; Jessica will help her combine the various types of site review that have taken place, such as on-site and online.

It was decided that we need a narrative of Kathy's report. Molly will ask her to do that; Jessica offered to help. Frank will put Kathy's statistics into a bar graph for quick review.

Jay reported that the Town Manager has requested a power point presentation in addition to the final draft report pdf. The deadline for submission is noon on Wednesday October 30, 2013.

There was discussion about making the distinction between prior work and this committee's work, and whether this should be stated in the introduction or in the conclusion. It was decided that if covered in the introduction, it would inform readers that unlike prior work, the concept of "form follows function" has guided the Town Council appointed LPC in its efforts. Programming and services have been the drivers of the new design, accompanying recommendations and cost.

Also noted was the need to include comments about traditional library services that are and will remain important to the community regardless of changes in technology and media.

Molly will ask Reed & Co. to update the chart of comparable library construction costs; it appears a little dated and we hope to have more recent cost figures.

The Recommendations Section looks fine.

There was discussion about the costs of operations during construction, and these may not be covered in Reed & Co.'s report. Jay is confident that he can keep library functions going for 12 months during construction, but we should nevertheless ask Reed & Co. for an estimate of transition costs.

Discussion took place regarding documents that should be in an appendix, such as the ADA report, Reed & Co.'s report and a glossary. In keeping with usual practice, the LPC's meeting minutes will be available online via the Town website and the TML website, but not included in the appendix.

Next steps: Frank and Molly will work on an initial draft structure; all components should be submitted by committee members NLT this Friday October 18, 2013.

Jessica Sullivan, Secretary
And Kate Williams-Hewitt

