

Library Planning Committee  
Agenda  
July 23, 2013  
TML Maine Room – 2:00 pm

- 1) Call to order: \_\_\_\_\_
- 2) Approval of Minutes of July 9, 2013
- 3) Review Areas of Concern – (5 min.)
  - a) Use of Past Work = 1
  - b) TML Service Plan = 2
    - i) How to prioritize this information? (*TBD...*)
  - c) TML Facilities Plan = 3
  - d) Use of Other Town Spaces = 4
  - e) Public Input = 5
  - f) Harriman Study Impact = 6
  - g) Funding Sources = 7
- 4) TML Service Plan (10 min.)
  - a) Services that can/should be shared with other libraries (10 min.) Kate
- 5) TML Facilities Plan (45 mins)

*What does a plan imply?*

  - a) Library use trends Jessica (20 minutes)
  - b) Historical Society discussion/process (10 mins)
  - c) ADA codes/requirements (Greg: overview/comments?)
  - d) Technical Infrastructure: Invite Eric Cramer to next meeting?
  - e) Adaptability
  - f) Architectural Programming (10 mins):
    - i) MM: Update from Mike McGovern
    - ii) Frank et. al: Suggestions for participants?  
(1) Derek Converse
- 6) Public Input and Outreach (20 minutes)
  - a) Input Ideas:
    - i) Community Roundtable: August 22 at CEHS Cafeteria
      - Who to invite and how: Assign committee member for each task
        - Email lists?
        - Posters?
        - Websites
        - Flyers
        - Letter to Courier
      - Agenda: To be Developed from our discussion of prior meeting material
      - Handouts? (History of process, building deficiencies, committee work, etc.)
    - ii) Invitational Focus Group (Frank)
    - iii) Survey
  - b) Outreach Possibilities?
- 7) Meeting Date w/Town Center Committee: Mon 8/19 or 8/26 @ 4 pm

Library Planning Committee  
Agenda  
July 23, 2013  
TML Maine Room – 2:00 pm

8) Confirm Next Meeting Date: Thursday, August 1, 2013 @ 9:00AM (TML Maine Rm)

Attachments:

Draft Minutes: 7/9/2013

Library Use Trends Summary

**Citizen Participation at Meetings & Workshops**

**Library Planning Committee Meetings and workshops:** The purpose of monthly meetings and occasional workshops is primarily for the Library Planning Committee to conduct the business of the Committee in accordance with its Charge from the Town Council. Prior to Committee discussion, members of the public may speak on any agenda item for not more than three minutes. The public will also be afforded an opportunity to speak, using the above guidelines, at the conclusion of each meeting. If there are more speakers than the time available, the Chair of the Committee may allocate the speaking time in order to balance the debate. A total of 15 minutes will be allocated in each meeting for public comment.