

Library Planning Committee
Agenda
August 1, 2013
CEHS Facilities Office – 9:00 AM

- 1) Call to order: _____
- 2) Approval of Minutes of July 23, 2013
- 3) Review Areas of Concern – (15 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 (***Deferred!***) – *Kate absent*
 - a) Services that can/should be shared with other libraries (? min.)
- 5) TML Facilities Plan (15 min.)
 - a) Historical Society discussion/process (5 min.)
 - b) ADA codes/requirements (Greg: *update* -- 5min.)
 - i) Budget?
 - c) Technical Infrastructure: Eric Cramer will join us at the Aug. 13th meeting.
 - d) Architectural Programming
 - i) Budget?
- 6) Public Input and Outreach (20 minutes)
 - a) Input Ideas:
 - i) Review Frank's Meeting Minutes for Objectives, Organization & Agenda
 - ii) Community Roundtable: August 29, 6:30-8:30PM at CEHS Cafeteria
 - Specify those to invite including: CEEF, PA, Village Crossing, Civic Groups, CEHPS, etc.
 - Email lists? -- committee member assigned?
 - Posters? -- committee member assigned?
 - Websites? -- committee member assigned?
 - Flyers? -- committee member assigned?
 - Press Releases (Courier, Forecaster, Current, etc.) -- committee member assigned?
 - Create Agenda Handout: To be Developed from our discussion of prior meeting material -- committee member assigned?
 - Handouts: (History of process, building deficiencies, committee work, etc.) -- committee member assigned?
 - CETV: -- committee member assigned?
 - Transfer Station: -- committee member assigned?
 - Coffee & Refreshments: -- committee member assigned?
 - Budget?
 - iii) Invitational Focus Group Follow-up Meeting (Frank) -- *September?*

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- iv) Survey
 - (1) Review Document
 - (2) Distribution Methodology?
 - (3) Responsibility?
 - b) Outreach Possibilities?
- 7) Meeting Date w/Town Center Committee: Mon 8/19 @ 4 pm (Jordan Conference Room, Town Hall)
a) Brainstorm questions or concerns you want to raise at meeting?
- 8) Confirm Next Meeting Date: Thursday, August 13, 2013 @ 9:00AM (CEPD – Conference Room)

Attachments:

Draft Minutes: 7/23/2013

Outreach Survey (Draft)

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.