

Library Planning Committee
Agenda
Monday - September 9, 2013
TML, Community Room– 1:00 PM

- 1) Call to order: _____
- 2) Approval of Minutes of Aug. 13th and 27th, 2013
- 3) Review Areas of Concern – (0 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 – *Kate*
 - a) Services that can/should be shared with other libraries
- 5) Use of other Town Spaces (*Deferred until September 20th*) – *Kathy*
- 6) TML Facilities Plan (10 min.)
 - a) Historical Society discussion/process
 - b) Life/Safety – Walkthrough Results (Greg: 5 min.)
 - c) Architectural Programming (Molly: 5 min.)
- 7) Public Input and Outreach (60 minutes)
 - a) Community Roundtable: Review of August 29th Meeting
 - b) Invitational Focus Group Follow-up (Molly & Kate?) -- *September, date?*
 - c) Additional Focus Group[s] (Youth & Parents) – Architects?
 - d) Survey
 - (1) Review **Draft** Instrument
 - (2) Distribution Methodology: Jay, et al.
- 8) Confirm Next Meeting Date: Friday, September 20, 2013 @ 9:00AM (TML – Maine Room)

Attachments:

Draft Minutes: 8/13/2013 (<i>Revised</i>)	Survey Instrument (Drafts- FG, MM)
Draft Minutes: 8/27/2013	Report on Shared Services (Kate)
Summary of Public Responses (JS & KWH)	Roundtable Star Chart (Kate)

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,

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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.