

## **DRAFT MINUTES**

**November 1, 2013**

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

Members Present:

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

The meeting was called to order by Chair Molly MacAuslan at 9:11 AM.

There were no members of the public present.

### **Meeting Minutes:**

The meeting minutes of October 28, 2013 and of November 1, 2013 will be considered for approval at the Committee's meeting on Monday November 4, 2013 at Town Hall Chambers. This will be a full meeting and not a sub-committee meeting.

### **Reports:**

The Library Planning Committee's Draft Report and that of Reed & Co. Architects are now viewable on the Town Website. Committee members should carefully review these to insure that all supporting documents are included.

### **Power Point Presentations:**

Frank's latest draft of the Committee's power point presentation was reviewed and edited.

On Monday November 4 the Committee and Reed & Co. Architects will project their respective power point presentations in Town Hall Chambers for rehearsal and review purposes, in order to finalize preparations for the November 6, 2013 Town Council presentation.

**Other:**

Kate reviewed the statement she received from the Cape Elizabeth Middle School Librarian discussing the different missions of school and municipal libraries. It was decided not to include this in the report; Molly will keep the statement on hand for reference.

**Next and Final Meetings:**

On Monday November 4, 2013 at 11:00 AM the Library Planning Committee will hold its next meeting at Town Hall Chambers with Reed & Co. Architects in order to review both respective power point presentations, and to approve final Committee meeting minutes.

The final meeting of the Library Planning Committee will be on November 6, 2013 , 7 PM in Town Hall Chambers when it presents its Draft Report to the Town Council.

Meeting adjourned at 10:49 AM.

Jessica Sullivan,  
Secretary