

## **DRAFT MINUTES**

**October 28, 2013**

### **Library Planning Committee Thomas Memorial Library Community 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 1:05 PM.

Forecaster Reporter Brendan Twist was present.

Featured Guests were Reed & Co. Architects Dick Reed and Cynthia Loebenstein

A motion was made, seconded and approved to consider prior meeting minutes approval later on today's meeting agenda.

#### **Reed & Co. Architects:**

Dick Reed and Cynthia Loebenstein reviewed Reed & Co.'s power point presentation which will be given to the Town Council on November 6, 2013.

- Jay Scherma and Greg Marles will be added to the front cover
- Energy efficiency ratios will be explained
- Roundtable Public Input Session will be mentioned
- A second meeting with library staff has resulted in meeting room changes on the lower level
- Reed & Co. will provide colored renderings to the committee NLT 10/30/13.
- Reed & Co. will work with Greg Marles to further research dollar costs for a potential transition to the Suprwink School as an interim library location during construction
- Greg will review contingency costs – do they need to be higher ?
- More slides may be needed – should Reed & Co join our 11/1/13 meeting in the Maine room ? Jessica will contact them.

**Approval of Meeting Minutes:**

The meeting minutes of October 15, 2013 were approved.

The meeting minutes of October 18, 2013 were approved as amended to show "District Leadership".

The meeting minutes of October 23, 2013 were approved.

In response to Molly's question, Kate does not yet have a letter from CEHS Librarian discussing the different missions of school libraries ( vs. municipal libraries ).

**Report Writing:**

Frank's draft of the final report was reviewed. Frank will forward another draft to committee members for review and edits. Frank will forward the final draft along with Reed & Co.'s draft power point to the Town Manager. Included will be:

- A slide explaining the committee's recommendation of major renovation for the library instead of addressing deficiencies in a piecemeal fashion.
- A slide showing the committee's transition recommendations
- A slide recommending that the Town Council consider future use of the Spurwink School

**Other:**

Jessica will invite key groups to the November 6, 2013 Town Council meeting

**Next Meeting:**

The next meeting will be Friday November 1, 2013 in the Maine Room.

Meeting adjourned at 3:33 PM.

Jessica Sullivan,  
Secretary