

Minutes August 27, 2013

**Members Present:**

Frank Governali  
Molly MacAuslan  
Greg Marles, Facilities Director, Ex Officia  
Kathy Ray  
Jay Sherma, Library Director, Ex Officio  
Guest: Stephen J Podgajny  
Absent: Jessica Sullivan

**The meeting was called to order at 9:07 AM by Chair Molly MacAuslan.**

Steve Podgajny was welcomed and reintroduced to the Committee. We brought Steve up to speed as to our progress. We reviewed the structure for Thursday's public meeting.

The structure would be as follows:

Brief overview by Chairman Molly MacAuslan

Introduction of Steve Podgajny. He would run the meeting going forward.

1 1/2 hour meeting

Round tables with 8-10 people per table

Each table elects a recorder to report back on the responses for that group of people

Town Councilor or School Board Member at each table

Sticky paper would be attached to the walls for respondents to attach stars for their library priorities

The Committee then reviewed at length the questions to be asked of the public that had been crafted at the prior meeting. Steve's suggestions were incorporated, including his suggestion that we gather the information without interpreting during the meeting, and record all answers even if they differ.

The Committee then planned an approximate time to be spent on each question.

Logistics: Kate, Kathy and Jessica will greet people upon arrival. Frank will explain process to volunteer scribes. Erik Kramer will be the technology person.

**Item 7b**

Kate and Molly will hold a follow up focus group with a handful of people. This session will be a listening session.

**Approval of 8/13 minutes were tabled so that the past minutes could be reviewed.**

### **TML Facilities Plan**

Greg reviewed ADA Report. Many items that were pointed out cannot be solved easily to get ADA approval, for example:

- Ramp
- Bathroom
- Entrance and Exit Ramps
- Rot
- Fire Code
- Guaranteed access/Reasonable accommodations to get all visitors through building and stacks.
- Note on Lift system: company is no longer in business/manufactured.
- Toilets need to be a certain height with particular handles.

We remembered that a citizen wrote a letter to town council about her access needs, which then qualifies as needing to be followed up with.

Greg is scheduled to do a walk through TML with the Code Enforcement Officer and the Fire Chief and will report on findings.

Jay reported on architectural selection process. Jay did a 'factual' walk through with two Architect Firms on Monday, August 13. Greg, Frank, Molly, Jay, Mike McGovern, Jo Chalot, Derek Converse will interview 4 firms and select one to work with by September 5, 2013. All meetings are public.

### **Agenda Item 7a**

Committee will discuss responses to Mission and Vision statements and General Comments from 8/29 session at next meeting. Will also discuss online survey for next meeting.

Frank gave more examples of M/V statements and Molly offered to choose a variety that gave a range for us to propose to citizens. Which statement do you identify with?

An extra meeting for our committee was added.

Meeting schedule is:

Friday, September 20 @ 9:00 am

Monday, October 7 @ 1:00 pm

Friday, October 18 @9:00 am

Monday, October 28 @ 1:00pm

