



Date: Friday, April 5, 2013 2:46 PM
From: Jay Scherma <jscherma@thomas.lib.me.us>
To: Library Planning Committee <library-planning-committee@capeelizabeth.org>
Subject: Upcoming Meeting

Hello all,

Just a brief note in preparation for our first meeting next Friday (Apr. 12 @9:30AM in the Library Community Room).

Here is the draft order of business:

- AGENDA
- a) Introductions & election of officers
 - b) review committee charge
 - c) brainstorm tasks to accomplish
 - d) identify budget items
 - e) prioritize tasks & establish rough timeline
 - f) set next meeting date(s)

This is a very ambitious agenda. So, to move things along quickly I am proposing you, all do a little prep work.

First, to be ready for item "B", I am going to suggest that everyone review the Committee's charge at home. Then, **jot down a list of questions that you think will need to be answered to fulfill the charge.** I will have a easel and paper available to note these as you all share your thoughts. Wed can then evaluate, combine, consolidate and prioritize these as needed.

Second, to facilitate agenda item "C", I recommend that each of you **consider the list of questions you prepare at home and try to envision where or how each question can be answered.** We will get those up on post-it sheets as well for review, evaluation and also brainstorm tasks that might have been overlooked.

Third, as you are preparing your lists at home, I would recommend that you **mark any item with budget ramifications with a "\$"** and you might also **assign items on your list with a priority ranking of H(igh), M(edium) or L(ow).**

I would also like to recommend that each of you **bring your calendars with you.** Several people have now recommended to me that we should probably try to schedule a minimum of the next 6 meeting dates if not all our regularly scheduled meeting times up front. In light of how difficult it was to schedule our first date, this seems prudent.

Finally, I have again attached the LPC Charge to assist in your review and preparation. I have also attached a proposed statement of public participation for your consideration. You can amend and or adopt this at your first meeting by adding an agenda item. Or, it can be addressed at your next meeting under a more general discussion of public participation.

Thanks again for your time and commitment,

Jay

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Jay Scherma, Director
Thomas Memorial Library
6 Scott Dyer Rd.
Cape Elizabeth, ME 04107
[\(207\) 799-1720](tel:(207)799-1720)



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