

DRAFT MINUTES

April 12, 2013

Library Planning Committee
Thomas Memorial Library
Community Room

Members Present:

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

1. The first meeting of the Library Planning Committee was called to order by Jay Scherma at 9:35 AM.

By majority vote the following officers were elected:

Chair – Molly MacAuslan
Vice-Chair - Kate Williams-Hewitt
Secretary – Jessica Sullivan

A member of the public was present and declined comment.

The public comment policy was reviewed and will be amended to offer public comment at the beginning and end of each meeting.

2. In general, discussion was organized under the following headings, with committee members asking relevant questions concerning each heading.

A. Use of Past Work

Tours and experience of other libraries?
Online sites for public perusal? (provide external web resources)
How to use the past library study?
What about recent history?
Application of “one town” and local experiences?

B. Use of Other Spaces in Town

What other space is useable?
How do we tour other spaces in town?

Meeting w/ Town Center Committee?
How do we identify lower cost solutions?
Future actions/recommendations?

C. Services Plan

Community Services / Library - blending of services, education/enrichment programs?
What services to be provided?
How are they done today?
Demographic changes?
Services perform but not housed in the library?
Building constraints of current services?
Services that can/should be shared with other libraries?
How to prioritize public wants/needs (we can't be all things to all people)

D. Public Input

Charrettes?
How gathered public input?
Methodology?
Experience of others?
How far back do we go ?
How do we engage the community?
A ????? public input statement
Targeted groups ? Who facilitates? Timing?
What do we want/need to know?
Outreach? SurveyMonkey?
Taxpayer willingness to pay?

E. Facilities Plan

Committee Services/library?
What does a plan imply?
How to meet ADA codes/requirements?
Adaptability of a future facility?
Library use trends (now and future) ?
Include the CEHPS (Historical Society) ?
Technical Infrastructure?

F. Committee Budget

What are costs?

G. Harriman Study

How to use it to inform
(Use) ? by this committee? Its scope?
Public Relations/Outreach?

H. Funding Sources

What are taxpayers willing to pay?

Honor Thomas Legacy?

Role of Private Donations?

3. Other Discussion Items by Members

A. Frank: We should allow public comment both at the beginning and at the end of our meetings. What methods should we use to engage the public? We need to decide what is useful and what is not, and what will help us fill gaps in information.

How did other libraries succeed or fail, what was their process, and how did their process obtain their product? If we can't visit other libraries, would conference calls be effective in gathering information? How and when do we go before the Town Council to ask for funds for information gathering- a survey/builder/architect or whatever we decide we need? Our next step should be listing library services – services will dictate a future facility.

B. Molly: How does/will library spending fit into the overall 10 year Capital Improvement Plan (CIP) ? How do we engage other groups in town – schools, nursery schools, CEEF, etc: who facilitates this effort and what would be the timing of these events ? And, what input are we seeking from these groups ?

C. Kathy: For the benefit of our public, we need to be clear about the information we are trying to gather, as well as to be clear about the information we provide as we progress with our committee work.

D. Kate: Perhaps an executive summary of the Harriman Study should be reviewed – all potential town costs should be explored.

E. Mike: Library spending will likely be ongoing and parallel to the CIP. A new survey might be useful in getting current opinions on the different types of library services - what do the actual TML patrons say about current library services ? Public input on services will be a driving issue to the facility. We need to figure out Cape Elizabeth's library needs in this new financial reality.

F. Jay: We need to look at our needs assessment, raw data and focus groups. The TML Board of Trustees is looking at branding the library's "vibe. How have different towns achieved branding success - look at Lewiston, Auburn, York. Look at successful school libraries, look at directions school libraries are following from academics. How do libraries continue their "brand" while evolving with future trends ?

4. Meeting Schedule Through July 23, 2013

(Location TML unless otherwise noted)

4/30/13 at 4 PM

5/13/13 at 4 PM

5/31/13 at 10:30 AM (CEPD)

6/13/13 at 3:30 PM

6/28/13 at 8:30 AM

7/09/13 at 10:00 AM (CEPD)

7/23/13 at 2:00 PM

5. Next Meeting Topics and Action Items.

Revisit materials, look at original drawings. Move to a service profile.

Jay will contact Portland's Library Director and ask him to speak with us about Portland's recent renovation/ expansion of their main branch on Congress Street. He will also provide an analysis of our own patron base.

Jessica will present a brief history of the library 's facility study information with document reference.

6. Next Meeting

The next Library Planning Committee meeting will be held on 4/30/13 (4PM) in the library's Community Room.

7. Meeting Adjourned at 11:45 AM.

Jessica Sullivan, Secretary