

Library Planning Committee
Agenda
May 31, 2013
Police Station

- 1) Call to order: _____
- 2) Approval of Minutes of May 13, 2013
- 3) Review Committee-Approved Priorities (5 minutes)
 - a) Use of Past Work = 1
 - b) TML Service Plan = 2
 - c) TML Facilities Plan = 3
 - d) Use of Other Town Spaces = 4
 - e) Public Input = 5 (Note: No later than June 13 meeting)
 - f) Harriman Study Impact = 6
 - g) Funding Sources = 7NOTE: Committee Budget TBD for each task above.
- 4) Review “Use of Past Work” (5 minutes)
 - a) Review of Past Library Planning Process
 - b) Review of Outstanding Findings/Materials
 - c) Review of Past TML Statistics
 - d) Remaining Questions & Next Steps
 - i) Tours of Libraries
 - (1) Portland
 - (2) Topsham
 - (3) Scarborough
 - ii) *Online Sites – Suggestions of Libraries to check or link to*
- 5) TML Service Plan (40 minutes)
 - a) Review – 5 min. (*c.f. Item 2C from Apr. 12th Minutes*)
 - b) Define action items and assign tasks – 20 min
 - i) Community Services/Library—synergies in programming?
 - ii) What services to be provided? Meet with Trustee Program Committee?
 - iii) How are programs/services provided today? (Jay presentation?)
 - iv) Demographic Changes (Schedule Maureen?)
 - v) Services Performed but not housed in TML? (Jay)
 - vi) Building Constraints of current services (Jay)
 - vii) Services that can/should be shared with other libraries?
 - viii) How to prioritize wants/needs (Trustee Committee?)
 - c) Discuss Methodology & Budget – 15 min.
- 6) TML Facilities Plan (See item 2E from April 12 meeting)
What does a plan imply?
 - a) Library use trends
 - b) Historical Society
 - c) ADA codes/requirements (Greg?)
 - d) Technical Infrastructure
 - e) Adaptability
- 7) Confirm Next Meeting Date: Monday, June 13, 2013 @ 3:30AM @TML

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- 8) Depart for Library Tours
 - a) 1-2 Curtis Memorial Library
 - b) 2:15-3:15 Topsham Public Library
 - c) 4-5 Portland Public Library

Attachments:
Minutes: 5/13/2013

Citizen Participation at Meetings & Workshops

Library Planning Committee Meetings and workshops: The purpose of monthly meetings and occasional workshops is primarily for the Library Planning Committee to conduct the business of the Committee in accordance with its Charge from the Town Council. Prior to Committee members of the public may speak for not more than three minutes each. The public will also be afforded an opportunity to speak, using the above guidelines, at the conclusion of each meeting. If there are more speakers than the time available, the Chair of the Committee may allocate the speaking time in order to balance the debate. A total of 15 minutes will be allocated in each meeting for public comment.