

DRAFT MINUTES

July 23, 2013

Library Planning Committee
Thomas Memorial Library
Maine Room

Members Present:

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

July 23, 2013

The meeting was called to order at 2:10 PM by Chairman Molly MacAuslan.

The July 9, 2013 minutes were approved with one spelling correction “attendance”.

Library services Plan:

Kate reviewed her conclusions on future library service plans, after meeting with Superintendent of Schools Meredith Nadeau, Library Director Jay Sherma, and Community Services Director Russell Packett.

Her assessment is as follows:

Services with our school libraries:

The town and school librarians have developed efficiencies in sharing books, services, and programs, and continue to do so. The school and town libraries probably cannot achieve further efficiencies because their respective missions are so different; school libraries are curriculum driven per school grade, whereas municipal libraries provide “cradle to grave” literary services. Also, there is no interest in combining the school and town libraries into one building; co-mingling school children with the general public creates significant security risks for school children.

Services with our Community Services Department:

Shared programming for classes such as ipad training will not likely occur, due to lack of funding in the current budgets.

Services with other municipal libraries:

Through Minerva, we already share books with other libraries in Maine, and our membership in the Minerva consortium is thought to be the best plan for our area.

If we shared library space with other towns, runners would likely have to go back and forth to deliver books, and this would be labor intensive and expensive.

Kate has not had an opportunity to research program sharing with other nearby municipal libraries. Molly will accompany Kate in this outreach effort. They will ask other libraries if they have any shared programming, what has worked or not, etc.

Frank expressed concern that we explore shared programming, because one of our roles is to conclude whether or not our current building adequately/ optimally supports programming, such as a film series.

Future Library Trends:

Jessica reviewed her assessment of future library trends. She sees that the need for future technology adaptation may be the top future trend; that any potential new building have maximum flexibility for technology inclusion and accommodation.

This may include wiring, dataports, and computers. The public may demand increasing library purchase of e-books, specialty databases, and also expect point of service training in media devices such as e-readers, and smart phone apps. Demand for pre-school literacy programs is also expected to grow, and adequate, comfortable space in which to enjoy information access will continue to be highly desired. In general, the need for municipal libraries as community points of information gathering and sharing, is expected to grow. She asked that everyone take the opportunity to review the referenced articles.

Frank and Greg discussed whether or not computers are a capital line expenditure.

Greg reported that anything over \$5000 is an asset based depreciation.

Jay reported that under national library standards we are currently deficient in the number of computers we have available to the public; our 10 are adequate but we would not want less than 10.

In response to Kate's question, Greg answered that discarded laptops from the state's laptop initiative program are older, highly used, and have limited operating systems, and are therefore not optimal for purchase and use by the library.

Jay reported that wireless systems need continual updating in order to serve all patrons: our system has overloaded and "crashed" several times.

Molly and Jay will ask Eric Cramer, IT for technology for the town, to speak with us.

Molly asked that Jessica write a brief summary of her research for inclusion in the executive summary for the Town Council.

Historical Society:

Discussion was held concerning the Cape Elizabeth Historical Society (CEHS) which is currently housed in the library's basement. Should the CEHS remain within a potential new library and be given physical space ? There was discussion of historical preservation vs. record keeping. It is not common for Historical Societies to be housed in libraries. The committee expressed concern and a decision was made that Chairman Molly MacAuslan would contact the Town Manager for general guidance, and for clarification of the Historical Society's role.

Jay will check with the State Archivist to determine the number of Historical Societies housed in Maine libraries.

ADA- Review Prior Discussion and Architect RFP:

Greg wanted to clarify a prior discussion on ADA requirements and how they are triggered. Discussion ensued concerning ADA requirements with any potential renovation- no matter how large or small – and how the resulting cost requirements might impact any project. Greg reported that a repair/renovation less than \$100,000 may trigger associated ADA requirements, depending upon the type of initial repair taking place. He reported that there are companies that specialize in making ADA requirement determinations. Frank expressed concern that we should immediately make potential ADA requirement assessments: if, for example, ADA triggered requirements would make a renovation of the current library cost prohibitive, and that a new building would ultimately be cheaper, we should make that determination as soon as possible.

Greg will contact the Town Manager for direction in procuring an ADA assessment of the TML as soon as possible. There is a draft RFP for an architect by the Town Manager– should we include an ADA assessment request in this RFP ?. Frank thinks that the ADA assessment firm should have no connection with an architecture firm. Greg will check with the Town Manager.

Molly will convene a committee of five to review architects' credentials. Members so far are Molly, Frank, Jay, and Derek Converse. It is planned to select a firm by September.

Report Format and Community Outreach Event:

Molly led discussion to review the final recommendation format. It was agreed that Molly would write an executive summary, the body of the report would contain bullets, and an appendix at the end would reference all supporting documents.

Molly handed everyone a draft questionnaire for the community outreach event. Everyone is asked to read it and send comments to Molly or Jay.

Greg will email everyone with available dates for a community outreach public forum. This might be held on August 28 or 29, 2013.

Our joint meeting with the Town Center Planning Committee will take place on August 19 at 4 PM, location TBD.

The next Library Planning Committee meeting will be held on August 1, 2013, 9 AM at the Facilities and Transportation Department, in Greg Marles' office.

The meeting was adjourned at 4:06 PM.

Jessica Sullivan, Secretary