

Library Planning Committee  
Agenda  
August 13, 2013  
CEPD, Conference Room– 9:00 AM

- 1) Call to order: \_\_\_\_\_
- 2) Approval of Minutes of Aug. 1, 2013
- 3) Review Areas of Concern – (10 min.)
  - a) Use of Past Work = 1
  - b) TML Service Plan = 2
    - i) How to prioritize this information? (*TBD...*)
  - c) TML Facilities Plan = 3
  - d) Use of Other Town Spaces = 4**
  - e) Public Input = 5
  - f) Harriman Study Impact = 6
  - g) Funding Sources = 7
- 4) TML Service Plan (*Deferred until September*) – Kate
  - a) Services that can/should be shared with other libraries
- 5) TML Facilities Plan (20 min.)
  - a) Historical Society discussion/process
  - b) ADA Update (Greg: 1 min.)
  - c) Technical Infrastructure: Eric Cramer will join us at the Aug. 13th meeting. (15 min.)
  - d) Architectural Programming
    - i) Budget (referred to Manager McGovern who will coordinate)
- 6) Public Input and Outreach (60 minutes)
  - a) Community Roundtable: August 29, 6:30-8:30PM at CEHS Cafeteria
    - i) Publicity
      - (1) Invitation & Groups: CEEF, PA, Village Crossing, Civic Groups, CEHPS, etc.
      - (2) email lists? -- committee member assigned?
      - (3) Posters? – Frank, Update
      - (4) Websites? – Jay, Update
      - (5) Flyers? – Jessica, Update
      - (6) Press Releases (Courier, Forecaster, Current, etc.) –Molly, Update
      - (7) email lists? -- committee member assigned?
      - (8) CETV? Jay, update
      - (9) Transfer Station? Frank, Update
    - ii) CREATE AGENDA**
    - iii) Handouts -- committee member assigned?
      - (1) Agenda
      - (2) Process History
      - (3) Building Deficiencies
      - (4) Committee Work & Charge
    - iv) Other: Refreshments? Greg, Update
  - b) Invitational Focus Group Follow-up (Frank) -- *September?*
  - c) Survey

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- (1) Review Document
- (2) Distribution Methodology?
- (3) Responsibility?
- 7) Meeting Date w/Town Center Committee: Mon 8/19 @ 4 pm (Jordan Conference Room, Town Hall)
  - b) Brainstorm questions or concerns you want to raise at meeting?
- 8) Confirm Next Meeting Date: Thursday, August 13, 2013 @ 9:00AM (CEPD – Conference Room)

Attachments:

Draft Minutes: 8/1/2013  
Survey (Draft)

Public Forum Ad (Final)

**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 discussion, members of the public may speak on any agenda item for not more than three minutes. 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.