

DRAFT MINUTES

August 1, 2013

Library Planning Committee

Thomas Memorial Library

Transportation & Facilities Department, Director's Office

Members Present:

Frank Governali

Molly MacAuslan

Kathy Ray

Jessica Sullivan

Greg Marles, Facilities Director, Ex Officio

Jay Sherma, Library Director, Ex Officio

Absent: Kate Williams-Hewitt

The meeting was called to order at 9:18 AM by Chair Molly MacAuslan.

The July 23, 2013 meeting minutes were approved.

The Harriman Study:

The Harriman Study was discussed in light of any impact it has and would have on a future library project. The 2012 Harriman study reviewed potential capital needs of both municipal and school department buildings, but did not include the library building as that had undergone extensive engineering review in the 2007-2009 Library Study. Greg noted that the Harriman study was not inclusive; there are other capital project needs that were not included, such as a school bus garage. It is best used as a general reference tool for any bond consideration in the future. Frank has been working with the School Board Finance Chair Michael Moore on a capital plan for municipal and school department projects and their final report will be available soon.

Funding Sources:

Molly met with Bob Stier, Thomas Memorial Library Foundation Chairman, and discussed the 2011 Demont Fundraising Feasibility Study. Bob is optimistic that the Foundation would support a library funding effort. There was discussion about other possible funding sources that might augment a capital campaign, such as grants. Frank asked that we consider surveying public libraries in Maine and how they have funded construction projects, so that we have concrete information.

Jay will contact the ALA (American Library Association) for information about trends (for example, are private funds used more often for furnishings rather than for bricks and mortar?) and statistics on construction projects and funding sources. The committee recognizes that there are possibilities for funding sources such as Federal grants, private donations, individual gifts, private grantors, etc.

Cape Elizabeth Historical Society:

Molly has written to the Cape Elizabeth Historical Society and invited them to our September meeting when they will be on the agenda. It is important to hear their concerns about whether or not a new or renovated library would have space for the Historical Society.

Architect Programming Selection Committee:

The Architectural Programming Selection Committee will meet at 8 AM on August 20 in the Maine Room. Joseph Chalat is now the 5th member of the Selection Committee. The meeting purpose is to review the submission proposals, develop a list of questions that need to be asked of the firm representatives, and set a date in September for interviews. The Town Manager will be asked to review the fee structure. It was suggested that this may be a \$10,000 cost.

ADA:

Greg reported that Alpha One has agreed to consult with us re: a review of ADA cost triggers and their assessment of at what point renovation may be cost prohibitive, depending upon Federal & State ADA laws. Alpha One is an excellent resource in Maine for this type of review. Greg plans to meet with them next week to discuss our specific goals for this assessment. Jay asked that both our Fire Chief and our Code Enforcement Officer walk through the library along with the Alpha One personnel. Frank expressed concern that we not spend too much money – that Alpha One be aware of the limited scope of our request. It was suggested that this review might cost as much as \$5000.

Community Outreach:

Frank reviewed the July 9 2013 minutes concerning Community Outreach.

The Community Outreach event will take place on Thursday August 29, 2013 at the High School Cafeteria from 6:30 to 8 PM. Refreshments will be served. It was decided to let participants choose their own seating. Molly will contact the Town Council and School Board chairmen to request meeting facilitators from those officials. She will set an rsvp deadline for August 20.

Publicity and invitations will include the following coordination efforts:

Notices on the Town and School Websites, Cable Access TV: Jay
Cape Courier Letters to the Editor from the Town Council and School Board
Chairmen: Molly
Invitation letters to the Library Board of Trustees and Library Foundation: Molly
Paid Insert/Advertisement Notice in Cape Courier (deadline 8/2/13 !) Jessica
Posters with Graphics: Frank
Posters to be at TML, Transfer Station and other appropriate locations: Frank
Request email notices to parent associations: Frank
Request email notices to CEEF: Frank
Invitation to Rotary: Kathy
Invitation to Lions Club: Jessica
Request any possible assistance from School Superintendent: Molly
Refreshments; trays of fruit, cheese & crackers, cookies also beverages coffee, tea
and water, plates and napkins: Greg

Next Meeting:

It was decided to defer the rest of today's agenda to the next meeting. We will do a thorough review of survey questions at the next meeting. Also, Eric Cramer, IT expert, will join us. The next meeting will be Tuesday August 13, 2013, 9 AM in the Police Department conference room.

The meeting was adjourned at 11:45 AM.

Jessica Sullivan, Secretary