

## **DRAFT MINUTES**

**August 13, 2013**

**Library Planning Committee**  
**Thomas Memorial Library**  
Police Station Conference Room

Members Present:

Frank Governali  
Molly MacAuslan  
Kathy Ray  
Jessica Sullivan  
Jay Scherma, Library Director, Ex Officio

Absent: Kate Williams-Hewitt  
Greg Marles, Facilities Director, Ex Officio

The meeting was called to order at 9:05 AM by Chairman Molly MacAuslan.

The minutes of the August 1, 2013 meeting were approved.

### **Discussion With Eric Cramer:**

Special guest Eric Cramer, IT Director for the Town and School Department, was introduced. At Molly's request, Jessica briefly discussed her recent findings on future library trends. Discussion focused on the technology predictions and on Molly's question: "How do we plan for the next 25 years; specifically for technology advances and the infrastructure that will be needed?"

Lengthy discussion ensued involving all committee members and Eric Cramer. Eric noted the following;

Our library internet service network is provided through the school department via "MLSN" the Maine Library and School Network, which is a state consortium serving over 100 schools and libraries in Maine, and is funded by state and federal monies. School libraries have free access, though town libraries do not. The MLSN consortium is well regarded and well managed. A future request for more individual capacity may be possible.

A cable goes from the TML to the Middle School. The Town Hall is on an offshoot of that and the library's server information is on the town hall server, which is in the town hall.

Our current cable internet structure should be adequate for the next 5-10 years, and even though wireless demand will grow, we may need to include another fiber line in the next 15- 20 years. A wire still provides full internet access though some towns offer a central wifi signal.

There has not been a huge jump in wireless demand, but the library only has two access points, which is not adequate – we should have three. Eric is aware that the library has internal problems with wireless function due to old wire lathing in the building walls..

Eric predicts that over time the library's wireless network capacity will need to increase in access and in power; people have more ( and smaller ) devices such as iphones, ipads, etc. These smaller devices need to be closer to wireless access points. For any future creative technology devices and services such as 3D printing, “maker space” – appropriate workspace - would be very important. Specialized space and equipment such as sound proofed rooms, studio space, audio-video, tripods, green screens are not affordable for most individuals. Larger spaces for conferencing would desirable.

Our school department now has a librarian and technology specialist. Eric mentioned the Newton North high school library which has been built around a model in which the front desk is a “genius bar” where information technology librarians guide students.

Frank asked about streaming programming directly into homes, thereby not needing library space for video programming., and whether or not it would be possible to coordinate this with the schools and Community Services. Eric explained that Community Services does not have the equipment for this and will try to use high school equipment. Frank is interested in the possibility of providing inline services in the home through the library and in exploring the infrastructure needed. Access to such resources may not need physical space. Also, the concept of time-shifting, i.e., intense use of a facility at different times by different departments may save space.

Eric noted that, for example, 5 buildings cannot each have a studio. But one place - a library – could do this. Virtual and digital services can be shared online and can be time shifted.

Jay thinks planning will have to determine where the costly part of the infrastructure will be and if that can be centralized. How will we use the space we have ? Stacks will likely disappear over time, except in research libraries.

Also what changes will occur in library media centers in schools and how will that experience affect municipal libraries ?

Frank noted that our high school library is more of a work space. Eric pointed out that our current municipal library services are limited by our building, due to the inability to

rearrange the space. Our school department is realigning their libraries and centralizing virtual service.

Frank noted that we should define the core attributes and elements that transcend technology, such as seating areas and comfortable spaces to gather, read and share information.

Kathy pointed out that streaming programming and services to the home would be desirable for those with physical challenges and during inclement weather.

Frank will make a list of functions being offered now in nearby libraries including SMMC. He is interested in learning what modifications would be needed to offer possible future services.

Kathy mentioned that a list of functions should include a summary of why or why not we are recommending the building flexibility needed to support them.

Jay suggested a joint meeting with Community Services and School Department media technology to further explore programs and services.

### **Agenda Item # 3 d “Use of Town Spaces “**

Molly asked Kathy to explore municipal facilities that might be considered for re-purposing as a library, and to give us a report in September.

### **Agenda Item # 5 “ TML Facilities Plan”**

Jay and Greg met with Alpha One last Friday and walked through the library. A report is expected by the end of this week describing the issues that would trigger further ADA adaptations and requirements. The fire chief and chief engineer will give us separate reports.

The selection committee will meet on 8/20 at 8 AM in the Maine room to review 10 architectural applications for the architectural programming study.

Discussion was held concerning the need for a moderator for the public outreach event on 8/12. Steve Podgogny, Portland Library Director, and Meredith Nadeau, CE School Superintendent, would be possible moderators. Jay will check with Steve Podgogny and Molly will write to Meredith Nadeau.

### **Agenda Item # 6 “Public Input and Outreach”**

Invitation and groups:

Molly has written to the Cape Elizabeth Historical Society ; they will have a representative at the 8/29/13 public outreach forum.

Frank will take care of distribution of flyers at the IGA, Buzz, Swap Shop, Town Hall, churches, Cookie Jar, Shaw's, Hannaford, Pizza Place, Good Table and Community Services.

The Forecaster has written an article, CETV has the information.

A post-event focus group is desired in order to get an accurate "read" on the public input. A 6-10 member focus group will help test the assumptions and refine the understanding of public input. Jessica offered the opinion that no Town Councilors should be in the Focus Group. It was agreed that Molly and Kate would be the Library Planning Committee members.

The following individuals will be asked to participate, and the LPC members' initials designate who will contact each individual

Tom Dunham - JS  
Trish Brigham - FG  
Sara Lennon - JS  
Derek Converse - MM  
Anita Samuelson - FG  
Joseph Chalot - FG  
Mary Alice Wallace - FG

Next Meeting's Agenda:

We need to create the program structure for 8/29/13. Jay will refine our overall committee agenda and put it in Powerpoint. For 8/29.

Frank will re-format the questions we will be asking the public.  
What do people want ?  
Reading area what types of seating ?  
Private meetings areas, tutorial rooms, ( small workrooms ) ?  
Collaborative workspace ?  
A larger meeting room ?

Jay will find sample mission statements and Frank will help. We will ask Steve Podgorny to attend our 8/27 meeting.

The next meeting will be Tuesday August 27, 9 Am in the Maine room.

The meeting was adjourned at 12:50 PM.

Jessica Sullivan,  
Secretary

