

DRAFT MINUTES

September 9, 2013

**Library Planning Committee
Thomas Memorial Library
Community Room**

Members Present:

Frank Governali
Molly MacAuslan
Jessica Sullivan
Jay Sherma, Library Director, Ex Officio

Absent:

Kathy Ray
Kate Williams-Hewitt
Greg Marles

The meeting was called to order at 1:20 PM.

The minutes of August 13, 2013 were approved.

The August 27, 2013 minutes have not been completed. Molly will contact Kate and Kathy who shared minute taking that day due to Jessica's absence.

Areas of Concern:

Molly opened discussion noting areas of concern that may need action.

- 1) The Harriman study; do we recommend action as a result of any of the study findings?

The consensus was no; we should state the importance of the library in CIP planning

- 2) Funding; what do we recommend - bonding, private fundraising, an endowment ?

Frank suggested that we look at ten nearby library projects and their funding solutions. Jay has been trying to get funding information/statistics from library consultants, without success, though he had seen a 2012 ALA Library journal article noting a combination of funding sources including grants.

Jay suggested we ask Reed & Co for their experience building libraries here in Maine, and the funding programs associated with those projects. We should also look at strategies for inviting private funds, such as naming opportunities; wall plaques, brick sidewalks.

It was decided to ask Reed & Co for their funding observations first, then perhaps query other libraries.

Library Service Plan:

Molly has encouraged members of the Historical Society to come to our meetings. Jay has contacted many Maine libraries and asked if any of them house a Historical Society. Biddeford and Springvale both report coordinating space together with good results. Yarmouth is now separating from its historical society. Jay estimates that we are probably one of only six libraries in Maine to house the local historical society; therefore our current situation is not usual.

Discussion followed noting that there may be better, more appropriate space for the CEHS than is found at the library.

The consensus plan is to recommend that the Town Council research other spaces in town that would better serve the needs of the Cape Elizabeth Historical Society, and to note that after surveying other libraries in the state, we have learned that our model is not the standard.

Lifesafety Issues:

Jay reported that lifesafety walks through the library have not taken place. Peter Gleason, Fire Chief, has said that the building is old but does conform to code. Both the Fire Chief and Code Enforcement Officer have been asked to review the 102 deficiencies reported in the 2007-2009 library study. It is important to know what will need to be done.

Architectural Programming:

Reed & Co Architects have been chosen to study program space design. This firm has built or renovated 20 community libraries here in Maine.

Focus Group:

The Focus Group participants will be Joe Chalut, Sara Lennon, Trish Brigham, Mary Alice Wallace, Anita Samuelson and Bolly Bollenbach. Hopefully they will meet during the week of 9/23/13, but the date is not set. It was decided that the best way to facilitate their discussion would be to provide headings only of topics, such as "interior space", in advance of the meeting. Jessica was asked to put the 8/19/13 Roundtable discussion outreach bullet points into narrative, including Frank's notes on verbal commentary that evening. The narrative assumptions of 8/19/13 will be tested by the Focus Group.

There was also discussion about the possibility of reaching out to various other demographic groups for focused talks with the architects.

Online Survey:

Molly thinks that the survey is ready to go and all present agreed.

Jay reported that the parent form will be on the Town servers (via "Survey Monkey"). There was a consensus agreement that a disclaimer and request for one response per citizen be added to the survey. Jessica will craft this language and send to Jay asap today. It was decided that the survey would run online from 9/12/13 to 9/19/13, a full week.

For email distribution of the survey link, Frank will contact CEEF, CFA, and CELT. He will print pdf copies and re-number the sequences so that they correspond with the online digital form, and place copies at town hall and at the library. Jay will handle the town-wide email link distribution to include CETV and the town's website. Molly will contact the School Superintendent for district-wide distribution. Frank will compile the data from any completed paper surveys and enter the data digitally into Survey Monkey. He will devise a "code" for these entered responses so that they can be referenced.

The August 27, 2013 minutes approval will be referred to the next meeting.

The next meeting is September 20, 2013 in the Maine Room at 9 AM.

Meeting adjourned at 3:38 PM.

Jessica Sullivan, Secretary