

DRAFT MINUTES

October 23, 2013

**Library Planning Committee
Thomas Memorial Library
Maine Room**

Members Present:

Frank Governali
Molly MacAuslan
Kathy Ray
Jessica Sullivan
Kate Williams-Hewitt
Jay Sherma, Library Director, Ex Officio

Absent: Greg Marles, Facilities Director, Ex Officio

The meeting was called to order at 3:08 PM by Chair Molly MacAuslan.

Approval of the October 15, 2013 and October 18, 2013 minutes will be deferred to the October 28, 2013 meeting.

Final Report:

The first draft of the final report was reviewed. Each page was studied and edits were discussed at length. Also discussed were the placement of supporting documents, and the style of the front cover. We should all send further edits and comments, if any, to Frank by Friday October 25, or as soon as possible.

Reed & Co. is scheduled to send its final report to us on Friday October 25, 2013. Upon receipt, Frank will include this in the final report before sending the entire first draft document in pdf form to the Town Manager for review.

Meeting adjourned at 5:00 PM.

Jessica Sullivan,
Secretary