

Library Building Committee
Town Council Approved December 9, 2013

Committee Created: There is hereby created a library building committee to consist of five members.

Voting Members: Two members will be from among the membership of the Cape Elizabeth Town Council and shall be appointed by the town council. One member to be invited shall be a member of the Cape Elizabeth School Board chosen by the school board. One public member shall be an individual with knowledge of the library project and shall be appointed by the council chair and confirmed by the town council. One member shall be a trustee of the Thomas Memorial Library appointed by the town council.

Non-Voting Members and Advisers: The library director of the Thomas Memorial Library shall be a non-voting ex-officio member and shall serve as the staff liaison to the committee. The facilities manager shall be invited to participate in committee meetings to serve as a non-voting staff resource. The superintendent of schools shall be invited to designate one school staff member to advise the committee on opportunities and issues arising from the close proximity of the project to the school campus.

Committee Purpose: The committee shall implement the plan for the Thomas Memorial Library developed by the 2013 Library Planning Committee. "Implementation" shall be interpreted to mean developing a building plan within the budget recommended by the Library Planning Committee. Final approval of any building plan shall be by the Cape Elizabeth Town Council and approval of construction funding is subject to a referendum vote of the citizens of Cape Elizabeth.

The committee shall seek public input in its deliberations.

Project Budget: The town manager is responsible for administration of the approved project budget. This includes the financial and contractual arrangements with consultants who will support the work of the committee. The committee will recommend to the town manager an architectural firm to carry the project forward and will provide a recommendation to the town manager on the hiring of a construction manager.

Committee Reports: The committee chair will regularly update the town council on the progress of the committee.