

Library Building Committee
Draft Minutes
March 13, 2014
TML Maine Room – 4:00PM

Present: Kathy Ray, Kelly Hasson, Martha Palmer, Molly MacAuslan, Jay Scherma, Kate Williams-Hewitt, Frank Governali

- 1) Call to order -- 4:03PM
- 2) Approval of Meeting Minutes: March 6, 2014

The meeting minutes were approved by all.

- 3) Report of CM Selection Committee

The CM Selection Sub Committee worked to narrow down the applicants from 8 firms to 4 firms to interview. After interviews were completed, the Hiring Sub Committee deliberated and they chose to recommend Zachau Construction. It was noted that Zachau's references were superlative and that Dick Reed cited his previous work with Zachau on the Gray Library Project was the best he had seen. In addition to their pre and post construction experience, Reed noted Zachau had worked with Cape's own Library Planning Committee to assist in developing the budget that was part of their report. It was feared that if we go with another firm we might have to spend additional time and energy re-working issues from the LPC. Zachau's local presence was an added bonus. Their estimator lives in Cape and has a personal and professional stake in seeing the project succeed. Finally, their fees were the lowest bid received.

Kathy made a motion to accept the recommendation from the CM Selection Sub Committee and to send the recommendation to the Michael McGovern, town manager. Molly Seconded. All in favor.

- 4) Report from Outreach & Input

Martha reported that she is designing bulletin board displays to disseminate informational materials on the project that will be placed at TML and Town Hall. She is also preparing portable packets that can be brought to and shared from different venues around town. She noted, it is important that the information be clear and consistent and that we'll need ambassadors of the TML who can collect citizens' comments and answer questions. To this end, a suggestion and comment box will also be located in each town building. An email address (for the LBC) will be linked to the town website and the TML website for citizen contact. The Yarmouth Library reported that tours are the best way to share the committee's work. Finally, Martha reported neighborhood meetings will be planned from September through November and flyers will be distributed to ensure citizens are informed.

Kathy volunteered to set up an informational visit with Piper Shores where Mr. Widgery Thomas lives. Kate will get dates of events at the schools where information can be available to answer questions. Ideas are Literacy Month, CEEF Events, Open Houses, Staff Training Days. Frank will ask Jeff about a STP Project with a high school Senior filming the

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current library and a presentation by Reed and Co. that could run as a CCV TV program. Martha will write an article for the Courier explaining outreach efforts. Martha and Molly are coordinating a Focus Group Meeting.

5) Report from Transition Committee

Kate and Jay reviewed what has to be considered to make the transition from the current TML to the new building.

- Safe storage site for the half of the collection
- Space that will be designated for processing Inter Library Loans which is predicted to grow to perhaps 35% of total circulation
- Programming and Operations Space
- Stack Space

Price points of Storage Units were reviewed, Greg is working on costs of using the Spurwink Building and Town/School and private sites are being asked if they have space.

All the options will be brought forward to the LBC for discussion.

6) Report from Budget Committee

Frank reported on being ready to input financials.

7) Report from Naming Opportunities

First meeting with the Town Manager on the topic of Naming Opportunities will be on March 18th. Kathy and Molly will report back.

a) Zimpritch Poetry Collection

Committee reminded itself that it needs to keep in mind the Maine Collection, Zimpritch and Thomas Collection. Molly will add to future agenda how to address hold collections with Reed.

8) Discussion of March 20th Joint Meeting with TML Trustees and TML Foundation Board

Molly reviewed the agenda and logistics of the meeting.

9) Reminder: Library Tour: Friday, April 4th at 10:00 AM

Jay polled the group to see who was going. Six could go. Question raised whether Frank should drive his van. Jay will check in with Greg.

10) Other Business

11) Next Meeting Date:

It was agreed we would meet 3/20/14 from 5:30-7:00PM (Town Hall Council Chamber) and then convene the joint Presentation Meeting with the Board of Trustees and TML Foundation Directors.

12) Adjournment: 5:56PM