

Yarmouth Library Planning Committee
Minutes – March 21, 2023

Members Present:

Linda Callahan (Chair)
Mary Johnson (Vice Chair)
Jane Cain (Library Director)
George Bovino
Liz Argo
Regina Hopkins

At 4:43 p.m., the Chair, Linda Callahan, called to order a meeting of the Yarmouth Library Planning Committee (LPC). There were no public comments. Linda then reviewed with the LPC the agenda for the meeting.

Linda first turned to the minutes of the March 7, 2023 LPC meeting. Mary Johnson moved that the minutes be accepted. George Bovino seconded the motion. There being no objections, the minutes were approved unanimously. Linda then asked Regina to ensure that the LPC minutes for the past year were properly posted, as required by the Town of Yarmouth.

Linda then reviewed for the members the charge for the LPC, as approved by the Board of Selectmen, so that everyone understood the responsibilities of the LPC.

The LPC then discussed whether the members were all in agreement that the goal of the LPC was to build a new library to replace both the existing South Yarmouth and West Yarmouth Libraries. The LPC discussed whether it should wait for the completion of the upcoming community needs assessment to make such a recommendation. The LPC members acknowledged that from a cost perspective, consolidating the two libraries made the most sense, but other considerations may also be important to the community. The LPC members also discussed the need to respond to such anticipated input by laying out for the community any additional costs that would be incurred – both with construction and on an ongoing basis - in order to accommodate such considerations.

Jane Cain then reviewed for the LPC the first draft of the statement of need to be contained in the Letter of Intent to be submitted to the Massachusetts Board of Library Commissioners. Liz Argo and Jane Cain agreed to work on the next draft to present to the LPC at its next meeting. Jane also discussed the contents of her meeting with the Town Administrator with respect to the library proposal. The LPC agreed that it would try to get on the agenda for the Board of Selectmen's April 4 meeting for the purpose of

giving an update on the work of the LPC. Linda, Jane and Liz agreed to work on the presentation to be made to the Board.

The LPC next turned to the status of the RFP for a consultant to conduct the community needs assessment. Jane summarized the response to date and talked about the walk-throughs she conducted with three potential consultants. Linda and Jane reminded the LPC that the bids would be open April 3, 2023. The LPC decided to ask Jeff Colby from the Department of Public Works and the Town Planner, Kathy Williams, to serve on the bid review committee. Linda agreed to reach out to them. The LPC also decided to ask an employee from each of the Yarmouth Town Library staffs to serve on the bid review committee.

The LPC then agreed that its next meeting would be April 11, 2023 at 4:00 p.m. at the South Yarmouth library.

There being no further business, the meeting was adjourned at 6:12 p.m.

Respectfully submitted,

Regina Hopkins, Library Planning Committee