

Yarmouth Library Planning Committee  
Minutes – April 25, 2023

Members Present:

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

Not Present:

Mary Johnson (Vice Chair)

At 4:34 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 April 12 meeting. Liz Argo moved that the minutes be adopted, and George Bovino seconded the motion. There being no objections, the minutes were then unanimously approved.

Linda then asked Liz Argo to review for the LPC the status of the RFP. Liz noted that under the Massachusetts Board of Library Commissioners (MBLC) procedures for construction grants, the community needs assessment cannot include any reference to architectural work. Liz stated that this would be made clear to the two firms that responded to the RFP before they made their presentations to the evaluation committee. Liz also reviewed the timeline for reviewing the responses. She asked the LPC members to send their questions for the two responding firms, so that the evaluation committee could develop a uniform set of questions for both firms to answer.

Liz stated that each firm would be given 15 minutes to make its presentation, and there would then be 15 minutes for questions, for a total presentation of 30 minutes. She said that the presentations would be at either the South Yarmouth Library or Town Hall, depending on availability, and that audio-visual equipment would be available to facilitate the presentations.

Linda then reviewed for the Board the upcoming presentation for the Board of Selectmen. She also noted that the LPC would not be handing out any materials at the upcoming Town Meeting at the request of the Town Administrator. She added that the LPC brochure would be available at Town Hall and the Library

The LPC then decided that its next meeting would be held at 4:30 pm, May 9, 2023 at the South Yarmouth Library.

There being no further business, the meeting was adjourned at 5:32 p.m.

Respectfully submitted,

Regina Hopkins, Library Planning Committee