

Yarmouth Library Planning Committee
Minutes – March 7, 2023

Members Present:

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

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 February 8, 2023 LPC meeting. Liz Argo moved that the minutes be accepted. George Bovino seconded the motion. There being no objections, the minutes were approved by a vote of four in favor and none against. Mary Johnson abstained because she was not present at the meeting.

Linda then asked Regina Hopkins to review for the LPC the draft timeline for the application (Application) to fund the construction of a new town library to be submitted to the Massachusetts Board of Library Commissioners (MBLC) Public Library Construction Program. As part of the Application process the LPC agreed on the need to add more members to the LPC to increase the number of people to assist with the LPC's work; to increase the diversity of backgrounds on the LPC; and to recruit individuals with special skills, such as legal, accounting, and property development. After further discussion, the LPC agreed to meet on March 21, 2023 at 4:30 p.m. for the purpose of further discussing the timeline for the Application and what steps needed to be taken to prepare the Application in a timely manner.

Jane Cain then gave an update on the Library's Community Needs Assessment. Jane stated that the RFP for a consultant to assist with this task was posted state-wide on February 22, 2023. Jane also said that she received a list of potential consultants from the MBLC. Jane then reported that she was contacted by three potential applicants, and subsequently met with them to give each a walk-through of the South Yarmouth and West Yarmouth Library facilities.

The LPC then agreed that it would meet with Town officials to review the process for deciding on a consultant; finalizing the consulting agreement once a candidate is selected; and filing a letter of intent to file a funding application with the MBLC.

There being no further business, the meeting was adjourned at 5:49 p.m.

Respectfully submitted,

Regina Hopkins, Library Planning Committee