

## **Yarmouth Library Planning Committee Minutes – April 12, 2023**

Members Present: Linda Callahan (Chair), Mary Johnson (Vice Chair), Jane Cain (Library Director), Liz Argo, Regina Hopkins

Not Present: George Bovino

Also Present: Judy Tarver, Town of Yarmouth Capital Budget Committee; Sandy Fife, Town of Yarmouth Capital Budget Committee

At 4:03 p.m., the Chair, Linda Callahan, called to order a meeting of the Yarmouth Library Planning Committee (LPC). She noted that George Bovino was not able to attend. There were no public comments. Linda then reviewed with the LPC the agenda for the meeting.

Linda first welcomed Judy Tarver and Sandy Fife from the Town of Yarmouth's Capital Budget Committee (CBC). Linda then reviewed for Judy and Sandy the LPC's work on applying for a construction grant from the Massachusetts Board of Library Commissioners (MBLC) should the Town vote to construct a new library. Judy then gave an overview of the process for obtaining Town approval for capital projects and the CBC's role in that process. She noted that the CBC needed to review any proposed capital expenditure, defined as items that would exceed \$10,000 and would have a useful life of more than five years.

Judy noted that the CBC reviews each request for a capital expenditure and makes a recommendation to the Town's Finance Committee about whether the project should be approved. She said that if approved, the Town's share of the cost of the project would be paid from the Town's capital budget. Judy stressed the need for the LPC to maintain open communication with the CBC and the Town's Facilities Department.

Linda then gave an update on the application process. Linda said that she and Jane had a conference with the MBLC's application consultants about the Town's Letter of Intent. Linda said that there would need to be a few adjustments to the community needs assessment in order to meet the MBLC requirements, but that the Letter of Intent was on track.

Linda concluded by thanking Judy and Sandy for taking part in the meeting. The CBC members stayed to hear more from the Committee.

Linda then turned to the minutes of the March 21, 2023 LPC meeting. Liz Argo moved that the minutes be accepted. Mary Johnson seconded the motion. There being no objections, the minutes were approved unanimously. Mary then asked that the minutes for April 12 meeting reflect the LPC's need for additional members from more diverse

backgrounds, and that the LPC members considered it a priority to recruit such members.

Linda then recognized Liz Argo, who stated that there had been two proposals submitted in response for the RFP for the Library Community Needs Assessment. Liz then reviewed the process for evaluating the proposals. She reminded everyone about the need to fill out the conflict of interest questionnaire as part of serving on the evaluation committee.

Linda also stated that, earlier the process, in reviewing NOAA documents, it was found that both the South Yarmouth Library and the West Yarmouth Library were in a designated storm inundation zone, meaning that they were both in danger of being damaged if there was a severe weather event. Linda added that this would be a significant negative factor for the MBLC in evaluating the Town's grant application. The LPC then discussed the need to begin discussions on alternative sites, including the old Mattacheese Middle School.

Linda then stated that the LPC was tentatively scheduled to make a presentation to the Board of Selectmen on May 2, 2023. Linda asked if the LPC might have a table at the Town Meeting to distribute to attendees a brochure describing the LPC's work. Then she encouraged LPC members to sign up for email alerts from the CBC, Finance Committee and the Board of Selectmen.

The LPC then agreed that its next meeting would be April 25, 2023 at 4:30 p.m. at the South Yarmouth library so that LPC members could then attend the Town Meeting at 6:00 p.m.

There being no further business, the meeting was adjourned at 5:20 p.m.

Respectfully submitted,

Regina Hopkins, Library Planning Committee