

Weeks Public Library
Trustees' Meeting Minutes
Thursday, October 8, 2015

Present: Director, D. Grimse; Assistant Director, Susan MacDonald; Trustees:
D. Rockefeller, M. Willis, B. Henneberry, M. McLaughlin;
Selectmen Representative, Jim Rolston; Guests, Ron Lamarre,
Lavallee/Brensinger Architects, Leonard Schwab

Meeting start time: 4:30 p.m. Adjourn time: 5:40 p.m.

1. Future growth of the Library:
 - a. Ron Lamarre discussed with those present the steps involved in the process of creating a library building plan as well as what would be involved to move forward to bring a renovation/addition or new building to a town vote. Ron answered the question, "What does 'assist' in the proposal mean?" by stating that he would be doing the actual work of creating the building plan but guiding the Trustees and staff along the way, often by questioning what was needed by our community in our library. Some of the things to be done or addressed are:
 - The "library" will present a vision and survey to the community, seeking feedback to specific questions.
 - Address sustainability, which will be part of the planning and programming, for today and the future.
 - Balancing up-front and annual costs
 - Scheduling – to get into the community to create interest and ultimately buy-in for the library vision and project.
 - The planning piece of the program is critical. "Why? Then, What If? Then, How?"
 - In the end the library will receive a "program model" which defines space needs and what the proportions look like.
 - b. To assist the trustees in presenting the building concept to the community Lavallee/Brensinger would create media, invitations to events, be at events, and create flyers with the library's challenges and solutions, etc.
 - c. For fundraising at Kimball Library a "legacy fund" was begun. The Friends of the Library there became a 501c3, allowing tax deductible contributions. "Sell sheets" were created which allowed identification of specific contribution areas/items within the library which would be plaqued with the donors name. Langdon Library thought to do the same thing but ended up seeking goods and services which would be donated at a discount. When asked about who would identify donors in our community, Ron said that we would provide the lists of people and businesses who might be approached to donate. A 501c3 could also be used to allow donations to a generic fund.
 - d. Typical number of meetings during the building plan creation:
 - Two with the community-one to present the vision and the second to share the outcome.
 - Two to three times with the trustees/library staff
 - e. There are 67 people in the firm but Ron is the person with whom we would deal. He

said he wouldn't do everything himself but oversee things in the firm.

f. Pre-bond services provide:

- Concept designs and floor plan
- "Get Out the Vote" flyers
- Fundraising
- Could bring in a construction manager who could give a guaranteed maximum construction price; this would be versus using a general contractor.

2. Library Assistant 3 position. D. Grimse presented the application and resume of Jacqueline Wilson who she recommended hiring. Ms. Wilson is already cataloging at the Brentwood Library and will continue to work there part time. The Trustees voted to hire Ms. Wilson for 12 hours per week at a rate of \$13.94.

3. Future meetings - Tuesday, October 13, 2015, 4:30 p.m., regular monthly meeting

Respectfully submitted,
M. McLaughlin, Secretary