

Weeks Public Library
Trustees' Meeting Minutes
Wednesday, April 13, 2016

Present: Director, D. Grimse, Assistant Director, Susan MacDonald; Trustees: D. Rockefeller, B. Henneberry, M. McLaughlin, M. Fodero; Guests, Ron Lamarre, Lavallee/Brensinger Architects

Absent: Alternate Trustees: J. Dowling, Trish Gray; Selectmen's Representative, J. Rolston

Meeting start time: 4:45 p.m. Adjourn time: 6:08 p.m.

1. Library Planning Study review:
 - a. Defined/redefined allotment of square footage as shown in the Collection Information Table.
 - b. Staffing for a two story building recommended to never be fewer than three (3) at any one time.
 - c. Cost per square foot of construction, \$300.00, which is an all in cost, i.e. it includes financing, fees, furnishings, technology, computers, etc. Would put the current cost estimate at \$2.9 million.
 - d. Ron will help with fundraising in any way possible, which includes seeking donated good, services, etc.

2. Structure for community meetings:
 - a. Meet with the Selectmen and present the Trustees vision, mission statement, plan.
 - b. Create flyers with invitations to community gatherings to hear about the library plans.
 - c. Decide how many times we want to let the community know about the library plans. A postcard mailing could be the first notification.

3. Discussion about putting the library expansion on the Greenland CIP and timing for various steps to meet a deadline.

4. Discussion about filling the vacancy on the board following M. Willis' resignation.

5. Future meetings – **Tuesday, May 3, 2016** – regular monthly meeting

Respectfully submitted,
M. McLaughlin, Secretary