

**Town of Yarmouth**  
**Library Planning Committee**  
**Minutes of Meeting**  
January 3, 2023

Present: Linda Callahan, Chair; Mary Reardon Johnson, Vice Chair; Liz Argo, George Bovino, Jane Cain, Library Director, *ex officio*. Public Present: Regina Hopkins

The Chair called the meeting to order at 4:03 p.m. She introduced a prospective member to the Library Planning Committee, Ms. Regina Hopkins. Regina spoke briefly about herself, her family and her interest in the LPC.

There were no other public comments.

Minutes of the 12/6/22 Library Planning Committee Meeting were approved with a minor revision (typo) on a motion from Mary Reardon Johnson, seconded by Liz Argo. Library Director Cain, serving as Secretary for some months, requested a Secretary be appointed from the Committee.

The committee was updated on the revisions to the Massachusetts Board of Library Commissioners (MBLC) Planning and Design/Construction grant program and encouraged to follow updates on the MBLC website. Liz Argo, Linda Callahan, and Jane Cain offered to prepare a draft of the Scope of Work in the Request for Qualifications (RFQ) for a consultant to prepare a Community Needs Assessment and to submit this draft to Bill Scott, Assistant Town Administrator, for further editing.

George Bovino reported on an October information gathering session, coordinated by the middle school librarian, with 26 students from the Mattacheese Middle School. A lengthy list of suggestions for their ideal library was compiled. Further sessions of this type with other community groups are planned for the future.

To accommodate a scheduling conflict, meetings were changed to Wednesdays, at 4:00 p.m. Next LPC Meeting date will be February 8, at 4:00 p.m.

The meeting adjourned at 5:12 p.m.