

Yarmouth Library Planning Committee
Minutes - February 8, 2023

Members Present:

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

Not Present:

Mary Johnson (Vice Chair)

At 4 p.m., the Chair, Linda Callahan, called to order a meeting of the Yarmouth Library Planning Committee (LPC). She noted that Mary Johnson was unable to attend. She then welcomed Regina Hopkins as a new member of the LPC, noting that Regina had volunteered to serve as Secretary of the LPC. There were no other public comments. Linda then reviewed with the LPC the agenda for the meeting.

Linda first turned to the minutes of the January 3, 2023 LPC meeting. Liz Argo moved that the minutes be accepted. George Bovino seconded the motion. There being no objections, the minutes were unanimously approved.

Linda and Jane Cain then reviewed the status of the Request for Proposals with respect to the consultant who will conduct a Community Needs Assessment for the Town Libraries. They stated that the RFP had been reviewed by the Town's procurement official and should be published within the next two weeks. They then reviewed for the LPC the process for retaining the consultant. Jane estimated that if all went according to plan, a consultant should be retained by the second half of April.

The Chair next turned to the Massachusetts Board of Library Commissioners (MBLC) Library Construction Program. Linda noted that the Town Libraries hoped to apply for a grant as part of the next funding cycle to build a new library, should the community be in favor. Jane stated that in order to begin the application process, the Town Libraries needed to file a letter of intent (LOI) with the MBLC by April 28, 2023. Jane then reviewed for the LPC what needed to be included in the LOI, noting that the LOI needed to be on Town of Yarmouth letterhead and signed by a town and library official. The LPC discussed the proposed LOI and developed a preliminary timeline for completing the letter in order for it to be reviewed by Town officials and sent to MBLC. Linda agreed to send an email in the next few days to the Assistant Town Administrator, Bill Scott,

informing him that the LPC was working on the LOI, what was needed from the town, and the timeframe.

The LPC then discussed the timelines for other various steps needed to prepare the libraries' application to be filed with the MBLC by May 31, 2024. Regina agreed to develop a general timeline for the various steps, so it could be reviewed by the LPC at the next meeting.

The LPC then agreed that the next meeting would be held on Tuesday, March 7, 2023 at 4:30 p.m. at the South Yarmouth Library.

There being no further business, the meeting was adjourned at 5:03 p.m.

Respectfully submitted,

Regina Hopkins, Library Planning Committee