

Joint Meeting of the
Yarmouth Library Planning Committee
And
The RFP Evaluation Committee
Minutes – May 31, 2023

Present:

Linda Callahan (Chair)
Jane Cain (Library Director)
George Bovino
Liz Argo
Regina Hopkins (Secretary)
Trish Cassisi (Evaluation Committee)
Svetlana Salemme (Town of Yarmouth)

Not Present:

Mary Johnson (Vice Chair)
Joe LeBrecque (Evaluation Committee)
Kathy Williams (Evaluation Committee)
Jeff Colby (Evaluation Committee)

At 3:04 p.m., the Chair, Linda Callahan, called to order a joint meeting of the Yarmouth Library Planning Committee (LPC) and the RFP Evaluation Committee. She noted that Mary Johnson of the LPC and three members of the RFP Evaluation Committee, Joe LeBrecque, Kathy Williams and Jeff Colby, were unable to attend. There were no public comments. Linda then reviewed the agenda for the meeting.

Linda first turned to Liz Argo, who reviewed for the evaluations received from RFP Evaluation Committee members with respect to the two responses to the RFP – Constructive Disruption (CD) and Trendline. Liz noted that it was clear from the evaluations that the evaluators ranked CD as Number 1, and Trendline as Number 2.

Svetlana Salemme then unsealed the price quotes submitted by each respondent. Svetlana and Liz noted that CD had agreed to reduce its quote based on the fact that the original quote assumed that the firm would be partnering with an architecture firm as part of its work. Liz noted that under the Massachusetts Board of Library Commissioners' rules, architectural work cannot be included at this stage in the grant application process.

Liz then noted that the LPC should retain the services of a graphic designer. Svetlana stated that the LPC would not have to issue an RFP for any contract with a dollar value of less than \$10,000.

Svetlana then reviewed for the LPC the next steps to finalize the contract with CD, including the final negotiating of the contract terms. Svetlana also stated that she would communicate with Trendline, informing them that they had not been awarded the contract.

There being no further business with respect to the RFP, the joint meeting concluded at 3:22 p.m.

At 3:23 p.m. the meeting resumed with only members of the LPC present. Linda first turned to the presentation made by the LPC to the Town of Yarmouth Board of Selectmen. The LPC discussed the issues and concerns raised by the Selectmen, and the best way to address them. The LPC agreed to discuss the steps going forward at its June 13, 2023 meeting.

Jane then reviewed with the LPC the plan to hold a strategic planning session for the public on June 8, 2023 at the South Yarmouth Library.

There being no further business, the meeting was adjourned at 4:11 p.m.

Respectfully submitted,

Regina Hopkins, Secretary
Library Planning Committee