

**Beals Memorial Library
Trustee Planning Subcommittee
Minutes: June 12, 2019**

Present: Rob Courtemanche, Manuel King, Jane LaPointe, Rick Ward

Meeting called to order at 1:35 p.m.

Minutes of 5/22/2019 approved.

Business

1. 2019 Community Survey

- a. Plan to distribute Survey was outlined
 - Hardcopies distributed around town
 - Electronic via Survey Monkey; promoted on the Library & Town website and FaceBook pages
 - Focus Groups to staff in early Fall with civic and social groups
 - Town Employees: meet with Town Manager to identify options
 - Schools: meet with Superintendent in early July to discuss options for early Fall
 - Fall Festival and Town Meeting

2. Children's Room/Repurpose Library Space for Users & Staff

- a. Steps to develop concrete data, numbers and a feasible plan were outlined
 - Trustees to develop a detailed scope of the project
 - Work with the Town Manager to rewrite the contract with Abacus
 - Secure drawings, project specifications and cost estimates
 - Determine the feasibility of integrating Monty Tech into the cost and schedule
 - Develop a new application for Robinson Broadhurst and request for Town support

3. Electric Upgrades & Plaster/Paint – Capital Planning

- a. Preliminary questions were discussed
 - Key need: secure reliable estimates for the scope of work and cost

Meeting adjourned at 3:10 p.m.

Minutes Approved: July 23, 2019