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**Beals Memorial Library
Trustee Planning Subcommittee
Minutes: May 22, 2019**

Present: Rob Courtemanche, Manuel King, Jane LaPointe, Rick Ward
Meeting called to order at 6 p.m.

Business

1. 2019 Community Survey

a. Survey Content

- The subcommittee reviewed the final draft survey.
- The motion was made, seconded and approved to approve the BML 2019 Community Survey as edited at this meeting.
- The survey will be recommended to the Trustees for Board approval at their May 28th meeting.

b. Plan to distribute Survey

- Timeline: the survey will be conducted through the end of this calendar year
- Ron Muse and Manuel King will draft a letter from the Trustees to various town, civic and social organizations requesting their participation and support in notifying others of the survey and its importance to the BML.
- A list of organizations to contact was drafted and will be reviewed with the Trustees at the May 28th meeting
- Individuals and organizations will be given three options
 - I. Paper copy of the survey
 - II. Electronic format via Survey Monkey
 - III. Focus group input

2. Updates re Other Subcommittee Priorities – Children's Room

- Robinson-Broadhurst was not able to fund the application submitted by the BML
- The subcommittee reviewed Rob's schematic for the proposed space; a good first estimation of what is possible and options for further consideration.
- Given the decision by Robinson-Broadhurst, the subcommittee will recommend to the Trustees that the timeline for this project be pushed out for a year.

Meeting adjourned at 7:11 p.m.

Minutes Approved: June 12, 2019