

## **Charge for the Library Planning Committee 2019**

Charge for a new Library Planning Committee, appointed by the Town Administrator and Board of Selectmen:

**General Purpose:** Building on the research and recommendations of the Library Study *Ad Hoc* Committee, as presented to the Yarmouth Finance Committee and Board of Selectmen in 2019, provide advisory support and make recommendations on the planning required to improve Library services and facilities for the Town of Yarmouth.

**Specific Charges:** The Library Planning Committee (LPC) will meet regularly to seek community consensus by providing information, statistics, and options for the future of the Yarmouth Library facilities and service improvements. The group will utilize a variety of communication tools to listen and to respond to community input, as Yarmouth plans for the future of Library services.

The Committee will compile data in preparation for submission of a Massachusetts Board of Library Commissioners Planning and Design grant application, including, but not limited to, alternative site locations, engineering studies, schematic designs, building program documents, project cost estimates and other planning work.

The Library Planning Committee will provide progress reports on a regular basis to the Town Administrator and the Board of Selectmen.

A timeline should be consistent with a Massachusetts Board of Library Commissioners grant funding cycle for Planning and Design, currently anticipated to be announced for Fiscal Year 2021 or 2022.

**DEPARTMENT/DIVISION ASSIGNMENT:** Library Division of the Community Services Department.

**Membership:** The Library Planning Committee will consist of up to nine (9) Yarmouth residents with staggered terms, including Library Director, Jane Cain, and at least two members with some knowledge or experience with building/construction trades, and a member of the Yarmouth Finance and/or Capital Budget Committees. The Committee can form *ad hoc* work groups to accomplish specific tasks as needed. Any procurement needs will be referred to the Town Administrator through the Library Division.

**Frequency of Meetings:** As needed.