

To: City Manager James Gailey  
From: Linda Eastman, Chair  
Re: Final Report of the Library Facilities Ad Hoc Committee

On June 25, 2009 Library Advisory Board member Andy Wallace assembled representatives of the main library staff, the Library Advisory Board, the Friends of the South Portland Public Library, two school student representatives, a City Council representative and Library Director Kevin Davis to serve as a Library Facilities Ad Hoc Committee and as such to receive a charge extended by City Manager James Gailey. City Mayor Tom Blake carried the charge from the City Manager to the assembled group. The charge to the committee was to develop and present to the City Manager a list of recommended **short and long-term goals for the needs of the main library building**. While committee members were sensitive to the potential of staffing and services issues easing into the arena of building needs, they were in agreement that the main focus would be the actual needs of the main library structure.

The Library Facilities Ad Hoc Committee determined that they would meet on the fourth Thursday of the month. The majority of the committee favored limiting the meeting time to one hour. Linda Eastman volunteered to serve as chair and Vicky Smith volunteered to act as secretary.

Past surveys and reports referencing building needs were discussed. Linda and Kevin agreed to survey all such information made available to them and devise a way of making the relevant information therein available to the committee in some manner. Reports to be considered included the Lushington report, building surveys and the capital improvement plan submitted to the City. Kevin agreed to make all the major reports available to committee members.

In preparation for the July committee meeting, Linda and Kevin spent the better part of a day looking through all the past documents pertaining to building needs and recommendations that were available to them. Given that in some instances they found only fragments of past reports – and given the 10-year time span of the reports - they felt it best to summarize their findings in a written report for the committee. (See *Report of Findings*). Linda sent the *Report of Findings* to committee members and suggested they be familiar with its contents in preparation for the next meeting.

Linda requested that Kevin conduct a tour of the main library building for committee members prior to the 6:30 PM meeting on July 23, 2009. At the meeting immediately following the tour, committee members discussed their impressions of the various areas of the building. Kevin discussed the space allocations – highlighting the needs of various areas. Linda discussed the development of the *Report of Findings*, highlighting the commonalities of the numerous surveys and reports. She noted that prominent in most every report was the recommendation that the Children's Room area be improved and expanded. The committee ultimately decided that the Lushington Report would serve as the springboard for their work but that they would add to its recommendations. Linda

ended the meeting by stating that given the short time for meeting allowed by the committee, it would be necessary for members to work and communicate by e-mail. She alerted the committee to watch for an e-mail document from her that would ask every committee member to submit a list of short and long term recommendations for the building to her before the next meeting on August 27, 2009. She emphasized that every member should send on to her any and all recommendations that they wished to have noted and considered. She urged them to adhere to the original charge – and assured them that their ideas /thoughts would be acknowledged.

In preparation for the August 27<sup>th</sup> meeting, all committee members, save one, sent to Linda their personal list of short and long term recommendations for the main library building. Using the submitted lists of recommendations from the committee members, as well as ALL of the recommendations made in the numerous past reports, including the Lushington Report, Linda compiled all items into draft *SPPL Ad Hoc Committee Recommendations for the Main Facility Report*. She sent the draft out to all committee members by e-mail, well in advance of the August meeting. Members were asked to be very familiar with the compilation and be prepared to discuss the list at the upcoming meeting.

The third and final meeting of the Ad Hoc Facilities meeting was held on August 27<sup>th</sup>. Linda discussed the criteria she used to develop the compilation of recommendations. She basically listed every recommendation found in any prior report that related to the actual building and its needs. All recommendations submitted to her by committee members were listed as long as they were related to the charge given. Recommendations made more than one time were listed only once. In some situations, Linda needed to condense the recommendations for brevity; occasionally she found it necessary to give her interpretation of what she thought was being offered as a recommendation. After explaining the process she used to develop the compilation, Linda asked all members present if they were satisfied that their recommendations has been noted in one manner or another. All committee members answered in the affirmative.

The committee gave critical attention to the compilation – basically going through the entire list, one item at a time. Kevin was asked to note those items that had already been attended to or were being presently addressed and thus could be eliminated. Items were deleted if redundant or not related to the charge. Lastly, Linda offered the committee one last opportunity to add any additional recommendations that may have come to mind – and one or two new suggestions were added to the list. Linda asked every member if they were satisfied with the final list of building recommendations and all members were in agreement that the compilation represented their suggestions. Linda said she would pull together a finalized list of recommended short and long term goals for the main library building and submit the list, along with a final committee report, to City Manager Gailey ( See *SPPL Ad Hoc Committee Recommendations for the Main Facility*).

Linda brought the meeting to a close, stating that she felt the Ad Hoc committee had met the requirements of the charge. There was a general air of surprise, then disappointment, that the committee was not being asked for further input. Some committee members

stated that it was their understanding they would be looked to for priority setting as well as beginning the development of an action plan. Linda reviewed the charge as given – as well as the restriction implicit in the term “ad hoc”. Many committee members stated a desire to be a part of any future planning groups. They were assured that their desires would be made known to City Manager Gailey. The meeting closed and the committee disbanded.