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**Beals Memorial Library
Trustee Planning Subcommittee
Minutes: August 13, 2019**

Present: Rob Courtemanche, Jane LaPointe, Rick Ward
Meeting called to order at 6:05 p.m.
Minutes of 7/23/2019 approved.

Business

1. 2019 Community Survey

- a. Plan to distribute Survey was reviewed and updated
 - Online survey continue to be promoted on the Library website and FaceBook pages. 13 online surveys have been completed
 - Alexis offered to try putting one survey question at a time on FaceBook to test how this approach may work. Noted the survey re a dance
 - Jane will email Manuel for update on
 - Focus group letters
 - Meeting with Superintendent
 - Posting on Town website and
 - Fall Festival and Town Meeting
 - Jane will email Tracy Murphy to confirm BML has table at Fall Festival
 - Will need to discuss Fall Festival at upcoming Trustee meeting. Rick suggested possible raffle with the survey. Also ways to help people do the survey – respond to questions

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

- a. Agreement with Abacus has been signed. Now setting up a time for a walk-through and meeting
- b. Question – can we get an estimate by November, Robinson-Broadhurst deadline? Can this include a estimate of how costs can increase as we wait (experience with access project)
- c. Has the warrant date been set for the Fall Town Meeting (October or November?)

3. Electric Upgrades & Plaster/Paint – Capital Planning

- a. Key need: secure reliable estimates for the scope of work and cost
 - Ask David Pollak if he can recommend someone to provide a reliable estimate of the work and cost.

Meeting adjourned at 7:30 p.m.

Minutes Approved: September 17, 2019