

Library Advisory Commission Sustainability Subcommittee - Draft Minutes

Date: February 9, 2023

Call to Order: The meeting was called to order at 6:00PM

Commissioners in attendance: Cathy Smith, Mary Forte, Karen Roye

Commissioners absent: none

1. Review and Approval of June Draft Minutes–

- I. Commissioner Cathy Smith moved to approve the December meeting minutes. The minutes were approved unanimously by Commissioners.

2. Continue Library Survey Discussion

- I. Commissioners discussed surveys put together by other libraries.
 - i. Commissioner Smith mentioned that the Maine State Library has a nice series of surveys that can be found at <https://www.maine.gov/msl/libs/admin/surveys/index.shtml>
 - ii. The webpage is dedicated to library survey development.
 - iii. Of particular note were the questions under Paragraph 8 of the community survey-3.

8. Please tell us what you think of the library facility. Please rank on a scale of 1-5 with 1 being Poor and 5 being Excellent.

	Poor			Excellent	
A. Condition of the outside of the library	1	2	3	4	5
B. Condition of the inside of the library	1	2	3	4	5
C. Ease of access entering the building	1	2	3	4	5
D. Ease of access inside the library	1	2	3	4	5
E. Signs and signage	1	2	3	4	5
F. Layout and arrangement	1	2	3	4	5
G. Provision of seating and tables	1	2	3	4	5
H. Time waiting for service	1	2	3	4	5
I. Cleanliness	1	2	3	4	5
J. Lighting	1	2	3	4	5
K. Acoustics	1	2	3	4	5

- iv. Commissioner Forte mentioned that one of the new commissioners has a background in survey development and all commissioners agreed he'd make a valuable addition to our committee

3. Open Forum

- I. No members of the public attended

4. Agenda Building for the Sustainability Committee:

- I. The committee will aim to have a first draft questionnaire after the next meeting.
- II. The committee would like to discuss the outcomes of the Budget Training session provided to the full commission as well as a timely discussion of the city's revised budget.
- III. The committee needs to vote on a permanent chair moving forward.

5. The Meeting was adjourned at 6:21PM

Respectfully Submitted,
Commissioner Cathy Smith