



SERVICES COMMITTEE

January 14, 2009

PRESENT: Erin Apostol, Mary Muller, Richard Naylor, Lois Prenovost, LouAnne Lundgren, Philip Ritter, Heidi Fuge

EXCUSED: Brian Hartson

E Apostol convened the meeting at 3:30 PM.

I. GUIDELINES FOR CONSTRUCTION GRANT APPLICATIONS

Committee members reviewed the Draft Guidelines developed by P. Ritter and based on discussions at the December meeting. P. Ritter noted that one of the results of establishing the type of Guidelines that the Committee prefers will be that it will force the Committee to make some choices regarding the Grant applications; i.e. there will probably be applications that will not be funded under the new guidelines.

R. Naylor expressed some concern regarding the wording for increasing space as opposed to improving space. He felt that these were two different types of activities and that they should be given separate priority ratings and should be quantifiable. E. Apostol suggested that for some of the smaller libraries, adding new carpeting or changing shelving configuration might be as much of a change as they were capable of and this would still make a difference in the quality of their services. Consensus to change statement "C" in the Guidelines to read "increases the effectiveness of library service due to increased building space capacity." Make a new statement "D" that reads: "increases the effectiveness of library service due to improved building space." Change new statement "E" to read: "Provides for more efficient utilization of the building, e.g. energy conservation." The last statement under section 3 would now be labeled as "F."

P. Ritter suggested that the Committee consider tightening up and clarifying the deadlines and the time required for submission of additional materials. Extensive discussion. E. Apostol noted that many libraries probably have ideas for construction projects even before the applications are available and so they should already be taking that into consideration. Consensus that there should be two deadlines - a deadline for the submission of the application for review and a second deadline that would allow for the submission of any missing information. P. Ritter will draft wording for the Committee's consideration at the next meeting. Discussion about a statement indicating that applications submitted after the final deadline would not be considered; R. Naylor noted that applications need to be received in time to allow the Committee to give them full consideration.

NEXT MEETING: Wednesday, February 11, 2009 at 3:30 PM

Heidi A. Fuge

1/15/09