

Town of Lebanon
Library Building Committee
Tuesday, September 27, 2011

MINUTES

Members present: Maggie McCaw, Cynthia Mello, Charles-Stuart Westbrook, Chris Darrow, Vin Shea, Claudia Meder

Members absent: James Russo

1.0 Call to Order

1.1 Call to Order: 7:00PM

1.2 Charles Westbrook offered to take minutes as the acting secretary for the meeting.

2.0 Introductions of all members

Members introduced themselves and advised the committee of current past building experience including boards and committees served.

3.0 Review of posting minutes and agendas

Joyce Okonuk and John Bendoraitis advised the new committee the proper procedure for posting meeting minutes and agendas. They also provided information on special versus regular meetings along with all pertinent timeframes.

4.0 Study Committee Goals and Objectives

The committee discussed the goals and objectives of the committee

5.0 Discussion of the Planning Report prepared by the Donahue group

5.1 The committee briefly reviewed the report as all had reviewed the report prior to the meeting.

5.2 The committee discussed the relevance of breaking the sections of the report up for planning purposes based on the organization of the report.

6.0 Election of Chairman and Vice Chairman

Discussed the need to have a Chairman and Vice Chairman. This will be pursued further at the next meeting.

7.0 Meeting schedule

Agreed to set meetings for 4th Wednesday of the Month

8.0 Agenda items for next meeting

Cynthia offered to put together the agenda for the next meeting, some discussion ensued surrounding pertinent topics.

9.0 Adjourn

Maggie made a motion to adjourn the meeting at 8:35PM PM. Charles seconded the motion. The motion passed unanimously.

Respectfully Submitted,

Charles-Stuart Westbrook
Acting Secretary

