VILLAGE OF MCFARLAND *NOTICE OF PUBLIC MEETING*

Library Space Needs Planning Committee

Monday, August 31, 2020 **5:00 PM** **E.D. Locke Public Library**

AGENDA

You are invited to this meeting through a Zoom webinar.

Please click the link below to join the webinar:
https://zoom.us/j/91724704420?pwd=eC9PL1RaNEpSdlJiaUV5enNOaEdDUT09
Passcode: 601743
Or Telephone Dial US: +1 (312) 626 6799

Webinar ID:917 2470 4420

1. CALL TO ORDER

2. PUBLIC APPEARANCES AND COMMUNICATION
   a. This is an opportunity for members of the public to address the Library Board. Please remember this is a virtual meeting conducted through the Zoom online meeting platform. Zoom meeting attendees wishing to address the board may do so using the Question and Answer feature within the Zoom online meeting platform. You may state your name, address, and provide your comments to the board for their consideration. Members of the public who are present in person and wish to address

3. INFORMATION ITEMS
   a. Meeting Goals

      - Understand roles and responsibilities
      - Understand village and library's expectations
      - identify key issues
      - Review / validate project scope and schedule
      - Understand community engagement process, structure and schedule
      - Schedule future meetings

   b. Introductions

      - Introductions, roles and responsibilities
      - Role of the Core Team

c. Planning context

- Key issues
- Goals and priorities
- The library serves the community in a number of ways and is evolving.
  - Looking to the future and what we hope to achieve; Our library will be a success because:
    - We will know that is it success because: (what do we see, feel, hear, etc.)
    - What do you value most?

d. Key challenges and opportunities

- what's good and bad? What would like to see changed?
  - Library specific
    - Community specific

e. Review, Clarify and Validate Project Scope

- Project – What do you value most? Budget, Schedule, Quality
- Library Board expectations
  - How will you measure the success of the project team
    - Project scope
  - Needs assessment deliverable
    - Community engagement support
    - Option development & costing

f. Review, Clarify and Validate Project Schedule

- Discussion – September through January for final deliverable
  - Master planning committee check ins
    - Library board check ins
    - Community engagement sessions – Public meetings
      - Discuss level of engagement

g. Community Engagement Process
    - Process issues
    - Charge
        - Leadership / chairs
        - Decision-making
        - Recruitment/promotion
        - Stakeholder participation
    - Community survey?

h. Project Communications
    - Communication expectations
    - Preferred communications tools
    - Client Feedback Tool

i. Next Steps and Scheduling
   Core Team meeting dates
    - Building assessment next steps
    - Walk-thru - COMPLETE
        - Library utilization analysis

4. ADJOURNMENT

This meeting notice constitutes an official meeting of the above referenced group and was posted in accordance with all applicable laws related to Open Meetings Law. It is possible that members of and possibly a quorum of members of other governmental bodies of the municipality may be in attendance at the above stated meeting to gather information. No action will be taken by any governmental body at the above stated meeting other than the governmental body specifically referred to above in this notice. Upon reasonable notice, efforts will be made to accommodate the needs of disabled individuals. For additional information or to request this service, contact the McFarland Municipal Center at (608) 838-3153 or cassandra.suettinger@mcfarland.wi.us