

**TOWN OF WARREN**  
**LIBRARY NEEDS COMMITTEE**  
WARREN, MASSACHUSETTS 01083  
TEL: 413-436-5701

September 30, 2011

Meeting opened at 6:34

Present: Members, Robert W. Souza Jr., Thomas Cummings, Michelle Merrill, Christy McCann, Audrey Blake Otte, Elizabeth Kelley: Citizens: Margaret Gorman, Mary Selleine,  
Absent: Ursula Wright.

First order of business was to elect officers. Bob gave a brief overview of the officer positions and nominations were opened.

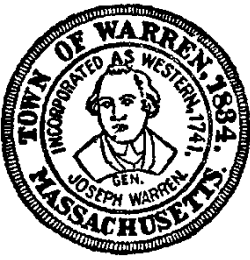
- Elizabeth Kelly was nominated as Chairwoman by Christy, second by Tom it was voted unanimous.
- Audrey Blake was nominated as Vice chairwoman by Michelle, second by Elizabeth voted unanimous.
- Christy McCann was nominated Secretary by Elizabeth second by Audrey voted unanimous.

There was a discussion from Bob about the understanding of the library system by the Board of Selectmen and the restraints concerning the budget. Audrey suggested that the committee move at a slow pace and decide what issues should be decided first. The group agreed that the first move should be to devise a mission statement. All members will think of what the mission should be for this committee and present their ideas at the next meeting.

There was discussion on what direction the Library service should move. It was suggested that a survey be created so that the group can get input from the public on what type of Library service it wants. The members will think of questions that could be asked on a survey. Bob volunteered to put the survey together using survey monkey.

Bob asked the committee if they wanted a page on the Town Web Site. It was agreed that this was something that all members thought would be useful. Bob takes the action item to create the Library Committee web site.

There were a few more brief discussions about the Committee and concerns but nothing that was taken as an action item or as an issue that needed attention on this night. The group agreed that a lot of work was in front of them and all were eager to get started. The group did decide that they would hold the Library Needs meeting on the second Monday of each Month. Should the meeting fall on a Holiday it will be held the following Monday. As it turns out the



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next meeting falls on a Holiday so it will be held on Monday October 17, 2011 at 6:30. The meetings will normally be held upstairs on the second floor of the Municipal Building in the Finance Conference room.

Agenda Items:

- Complete Mission Statement
- Decide on Survey Questions
- Discuss New Business and first steps
- Approve minutes of meeting 9/30/2011

The meeting was turned over to Elizabeth who asked for a motion to adjourn so moved by Christie second by Tom voted unanimous.

Respectfully submitted

Robert William Souza Jr.