

Memorandum

To: Cape Elizabeth Town Council
From: Kyle Neugebauer, Director, Thomas Memorial Library
Date: June 28, 2017
Subject: Shared Borrowing MOU between Baxter Memorial Library, Gorham; Scarborough Public Library; South Portland Public Library; Thomas Memorial Library, Cape Elizabeth; Walker Memorial Library, Westbrook

Introduction:

Public libraries are constantly seeking new ways to offer improved levels of services to their users. In that spirit, several libraries in the Greater Portland area have been exploring the feasibility of shared borrowing services. The idea for this effort came during the Thomas Memorial Library renovation, when agreements were made with the South Portland and Scarborough libraries allowing Cape Elizabeth residents to check out materials at those libraries using their TML card. After the renovation was complete many library users indicated their desire for such an agreement to continue. In the spirit of further collaboration and providing even more options for our users we have expanded the number of libraries included.

This agreement would eliminate barriers of access by allowing patrons of any of the listed towns to use the library in any of the other listed towns, so as long as they had a library card in good standing. This is made possible by the fact that all five of these libraries are already in the same cataloging and circulating software consortium. While this is the first agreement of its kind in Maine, such shared borrowing agreements and groups are common in other states. The State Library and other groups of libraries are looking to this group as leading the way with shared borrowing. It is the State Library's hope that similar agreements will be replicated throughout the state.

Process:

The MOU was drafted by members of the Scarborough Public Library staff and Board of Trustees and distributed to the four other member libraries. It was presented to the Thomas Memorial Library Committee at the April 20, 2017 meeting. While supportive of the concept, some revisions to wording and language were proposed by Committee members. The Committee unanimously adopted a resolution supporting the concepts behind the MOU. Unfortunately, the recommended revisions were contributed too late in the overall process to be incorporated into the MOU, as the document had already been approved by some libraries' governing bodies. By the Library Committee's June 15 meeting, the MOU had been approved by all four other libraries' governing bodies. Some members of the Committee expressed disappointment over this and some wording choices that remained in the MOU. The Library Director felt it important to acknowledge that, as with any new initiative, there were experiences for the five libraries to learn from going forward and that they all will be in frequent discussion on the MOU and how to make improvements to the agreement and the services it is providing to our users.

Conclusion:

At the June 15 meeting, the Thomas Memorial Library Committee voted 5 - 2 to recommend to the Town Council to approve the Thomas Memorial Library/Town of Cape Elizabeth signing the MOU.

Attachments:

MOU FAQs as Drafted by the Scarborough Public Library
Initial Publicity Bookmark Template

Frequently asked questions for shared borrowing agreement.

1. *Which libraries are participating in this agreement?*

Baxter Memorial Library, Scarborough Public Library, South Portland Public Library, Thomas Memorial Library, and Walker Memorial Library.

2. *Will I need to get a new library card to borrow from a different library?*

No, your current library card will work at another library.

3. *I forgot my library card. Can I still borrow materials from another library?*

Although each library may have different policies regarding checking out materials without a library card, you will need to have your card to check out materials at another library.

4. *May I return my library books to a different library than the one I borrowed from?*

Yes. Materials from another library will be returned through our courier service.

5. *My materials are late. Will I be charged late fees?*

Regardless of where materials are borrowed from, the policies of your home library will determine if late fees are charged.

6. *What can I borrow from another library?*

This agreement only covers materials that are available through interlibrary loan. Museum passes, equipment, unique databases etc. are only available to patrons who have a card at that library.

7. *Can I place an interlibrary loan request through another library?*

No. This policy covers materials that are currently available to check out. We ask that interlibrary loan requests be made through your home library.

8. *I have fines on my account. Can I still borrow materials from another library?*

Your account must be in good standing, as defined by your home library, to borrow materials. Any fines owed must be collected by your home library.

Shared Borrowing Agreement Expands Library Services

If you have an active library card with one of the following libraries, you can now pick up and return lending materials from any of them!

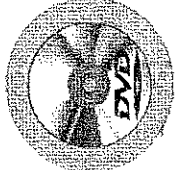
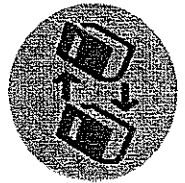
- Baxter Memorial Library (Gorham)
- Scarborough Public Library
- South Portland Public Library
- Thomas Memorial Library (Cape Elizabeth)
- Walker Memorial Library (Westbrook)

Why offer this shared borrowing experience?

Each library is a member of the Minerva consortium, offering cardholders the convenience of requesting materials online. Delivery takes an average of three days.

If you need an item sooner and it's available at one of these nearby libraries, the **Shared Borrowing Agreement** offers you the option to pick up materials directly from any of these libraries - no waiting. And you can return the items to any of the libraries when you're done.

If you have any questions before getting started, the staff at your local library will be happy to help. And no new cards are needed; your local library card will be accepted. **The power of your library card just got better!**



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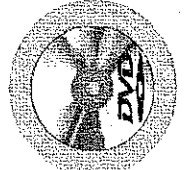
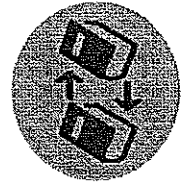
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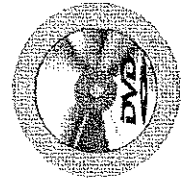
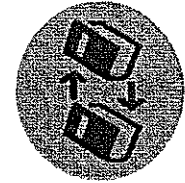
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2
3 **Memorandum of Understanding**
4 **between**
5 **Baxter Memorial Library, Gorham**
6 **Scarborough Public Library Corporation,**
7 **South Portland Public Library,**
8 **Thomas Memorial Library, Cape Elizabeth,**
9 **Walker Memorial Library, Westbrook**
10

11 Baxter Memorial Library, Scarborough Public Library, South Portland Public Library, Thomas Memorial
12 Library and Walker Memorial Library, [individually "Member" or collectively the "Members"], agree to
13 extend borrowing privileges to any individual cardholder [also called user or borrower], in good
14 standing, of Members.

15
16 The borrower must obtain a card from the Member serving the borrower's community of legal
17 residence.

18
19 **Library Services:**

20 Borrowers are expected to conform to rules of the loaning Member including loan periods and late fees.
21 Members' policies may differ and need not be modified to align during the period the Memorandum of
22 Understanding is in effect.

23
24 All Members belong to the Minerva consortium and use the same circulation system so borrower's cards
25 issued by Members will be honored for transactions.

26
27 To borrow from any Member, the borrower shall:

- 28 Be in good standing with the home Member, and shall
- 29 Be in good standing with other Minerva libraries, and shall
- 30 Present a current borrower's card, and shall
- 31 Have no outstanding issues that restrict usage at the home Member

32
33 To reduce confusion, users will request and pick-up interlibrary loan materials through the home
34 Member.

35
36 Users may return materials to any participating Member. Members will check-in materials using
37 standard Minerva protocol and return or forward the items through the existing courier service.

38
39 **Remuneration for Service:**

40 This Memorandum of Understanding is made in the spirit of interlibrary cooperation and participating
41 Members expect no compensation or reimbursement for services rendered or for collections used by
42 cardholders from Members.

43
44 **Duration:**

45 A Member may withdraw from participation in this Memorandum of Understanding upon 30-days prior
46 written notice to all other Members.

47 Agreed to:

48

49 For Baxter Memorial Library

For Scarborough Public Library

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53 Signature

Signature

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55

56 Print name

Print name

57

58

59 Title

Title

60

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62 Date

Date

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65 For South Portland Public Library

For Thomas Memorial Library

66

67

68

69 Signature

Signature

70

71

72 Print name

Print name

73

74

75 Title

Title

76

77

78 Date

Date

79

80 For Walker Memorial Library

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82

83

84 Signature

85

86

87 Print name

88

89

90 Title

91

92

93 Date

94

Thomas Memorial Library Committee

Minutes of Meeting: Thursday, April 20, 2017 at 6:30 PM

In Attendance:

Gil Brennan, Jason O'Brien, Debbie Peck, Sara Hirshon, Julia Bassett Schwerin, Gwyneth Maguire,
Becky Fernald
Kyle Neugebauer

Absent:

Agenda:

1. Call to Order: 6:36 PM
2. Welcome new Committee Member Gwyneth Maguire
 - a. Gwyneth Maguire introduced herself. Other Committee members followed with introductions.
3. Approval of Minutes
Julia Bassett Schwerin motion / Sara Hirshon second
Approved
4. Citizen's Opportunity for Discussion of Items Not on the Agenda
None
5. Thomas Memorial Library Foundation
 - a. Gil Brennan reported on the TMLF recruitment efforts and changes. The TMLF is looking to change their bylaws at their May 24 meeting to allow for recruitment to occur from either the TMLF or the TMLC.
 - b. Julia Bassett Schwerin added that the TMLF is looking to match skills of potential members with needs they have. An article will likely run in an August Cape Courier to draw attention to joining the TMLF.
 - c. Kyle Neugebauer presented a budget spreadsheet detailing the TMLF gifts to the Library and how they have been utilized. He will be starting to work with this group, the TMLF, and Library Staff on identifying strategic priorities for the Library to help with planning and future funding requests from the TMLF.
6. Reports
 - a. Library Director's Report
Updates were provided on:
 - i. Status of outstanding facility matters: sculpture donation, children's garden, roof garden, and sound issues. Final plans for the children's garden have been submitted. Greg will be working on DEP permitting and submitting changes to the Planning Board for approval.
 - ii. Reviewed social media progress for the Library and the work that he, Jason O'Brien and Rachel Davis have been doing.
 - iii. Discussed the Library's budget presentation to the Town's Finance Committee.
 - iv. Discussed Library participation in Family Fun Day and Strawberry Festival.

- v. Kyle is hopeful that the Library will be able to develop some pollinator / native plant educational gardens on the grounds. This will be an ongoing project with planning to start this spring into summer.
 - b. Committee Member Updates & Correspondence
 - i. None
- 7. Shared Borrowing MOU
 - a. Kyle Neugebauer presented the MOU. It was drafted by Nancy Crowell, Director of the Scarborough Public Library. It would allow shared borrowing privileges between the Thomas Memorial Library, Scarborough Public Library, South Portland Public Library, Walker Memorial Library (Westbrook), and Baxter Memorial Library (Gorham). It is based on agreements that TML had with Scarborough and South Portland during our building project. Kyle has spoken with Matt Sturgis about this. Once it has TMLC approval, he will take it to the Town Council.
 - b. Sara Hirshon submitted some revision suggestions.
 - c. Gwyneth Maguire made a motion of supporting the concept of the shared borrowing MOU and to look for a final MOU to approve. Sara Hirshon second. Approved
- 8. Citizen's Opportunity for Discussion of Items Not on the Agenda
None
- 9. Confirmation of Next Meeting: Thursday, May 18 at 6:30
- 10. Adjournment: 7:46 PM

Thomas Memorial Library Committee

Minutes of Meeting: Thursday, May 18, 2017 at 6:30 PM

In Attendance:

Gil Brennan, Jason O'Brien, Debbie Peck, Sara Hirshon, Gwyneth Maguire, Becky Fernald
Kyle Neugebauer

Absent: Julia Bassett Schwerin

Agenda:

1. Call to Order: 6:33 PM
2. Approval of Minutes
Debbie Peck motion / Gwyneth Maguire second
Approved
3. Citizen's Opportunity for Discussion of Items Not on the Agenda
None
4. Reports
 - a. Library Director's Report
Reviewed the Report as presented
 - b. Committee Member Updates & Correspondence
 - i. Gil Brennen shared a community member's concern he received about the state of the landscaping outside the Library. Kyle reported that he is in the process of working with the Extension, Town, and community members to improve it.
5. Thomas Memorial Library Foundation Recruitment
 - a. Gil Brennen shared an update on the TMLF recruitment, along with a potential change to the TMLF bylaws to allow either the TMLF or TMLC to nominate new TMLF Board Members. There was discussion and no opposition to this change. TMLC members were encouraged to speak with individuals who they believe would make good members; Kyle distributed TMLF promotional materials for potential new members.
6. Strategic Vision Discussion
 - a. Kyle brought the brainstorm list of areas of focus that he and Staff worked up.
 - b. Kyle also reported that he would like to use a more structured process for this. He has found a resource (The Library Strategic Planning Toolkit from Lyris) that he wishes to review and use. He will review it before the next meeting, bringing an outline of next steps to the June meeting.
7. Shared Borrowing MOU
 - a. Kyle reported that he had passed along the suggested edits to the MOU to the Director of Scarborough PL. However, unknown to him some libraries in the MOU had already received approval from their boards and/or Town Councils on the agreement. There did not seem to be an interest in revising it.
 - b. Discussion followed on next steps. There was disappointment in the lack of the communication on the progress of the approval of the MOU and lack of opportunity to revise

it. As expressed at the previous meeting, it is a very good concept but there are concerns with the specific document.

- c. There is a strong desire have a 6 month review period after which the director's of the libraries will meet to review the MOU.
- d. Consensus was reached to have Kyle re-submit the revisions and report back at the June meeting.

8. Citizen's Opportunity for Discussion of Items Not on the Agenda

None

9. Confirmation of Next Meeting: Thursday, June 15 at 6:30

10. Adjournment: 8:08 PM

Thomas Memorial Library Committee

Minutes of Meeting (Draft): Thursday, June 15, 2017 at 6:30 PM

In Attendance:

Gil Brennan, Jason O'Brien, Debbie Peck, Sara Hirshon, Gwyneth Maguire, Becky Fernald, Julia Bassett Schwerin
Kyle Neugebauer

Absent:

Agenda:

1. Call to Order: 6:33 PM
2. Approval of Minutes
Debbie Peck motion / Sara Hirshon second
Approved
3. Citizen's Opportunity for Discussion of Items Not on the Agenda
None
4. Reports
 - a. Library Director's Report
Reviewed the Report as presented
Kyle answered follow up questions as follows:
 - ~Status of the garden projects - work on the children's garden will begin in July, the demonstration plot is still in research, the parking lot landscaping group continues to meet and discuss potential changes
 - ~Status of the open positions - There were 13 total Young Adult Librarian applications and 28 Innovative Programming Librarian applications. The review process has started.
 - ~Sculpture - Kyle is awaiting the funds from the TMLF and the paperwork from the artist to process her deposit payment.
 - ~Fort Williams Exhibit issue as referenced in letter in Cape Courier - There was an issue where the two iPads that had been used for playing the video interviews had been locked and their home screens changed by a person(s) unknown to the library. IT was able to resolve the issue.
 - ~Kyle gave an overview of the library's presence at the upcoming Family Fun Day and Strawberry Festival.
 - ~Kyle gave an overview of the upcoming Summer Reading Program for children, teens, and adults
 - b. Committee Member Updates & Correspondence
None
5. Thomas Memorial Library Foundation Representative - Nomination and Confirmation
 - a. Jason O'Brien was nominated by Gil Brennan / seconded by Julia Bassett Schwerin; no discussion. Approved
6. Strategic Vision Discussion

- a. Kyle presented his further examination of Strategic Planning documents. He believes that it would be best to have someone come in to assist with this process and to wait until fall to begin.
 - b. Skepticism was expressed about the need of bringing in a consultant and how effective a consultant would be. There is desire to start the process sooner than this fall.
 - c. Kyle will bring a questionnaire that a sub-committee began work on last spring before the previous Committee chair dissolved sub-committees last summer.
7. Shared Borrowing MOU
- a. Kyle reported that all four other participating libraries have received approval from their respective governing bodies and that, while they appreciate and like many of the suggested revisions, the group does not feel that it is feasible to incorporate them at this time.
 - b. Discussion followed on the Committee's disappointment that their revisions could not be incorporated, that other libraries had already received approval, concern over some of the wording choices in the MOU, questions on the level of Cape's input into the group going forward, and how valuable a service this would be for the citizens of Cape Elizabeth.
 - c. Kyle expressed that the MOU group had already learned much from this process and will use it to improve input and communication in the future. He is confident that the group will meet often and communicate well to address issues as they arise with the MOU. Since they have reopened and the shared borrowing agreements with South Portland and Scarborough he has heard from around two dozen patrons of their desire to see some kind of new agreement reached.
 - d. Sara Hirshon motioned to recommend to the Town Council to approve the Thomas Memorial Library/Town of Cape Elizabeth signing the MOU / seconded by Becky Fernald.
 - i. Five yes votes (Gil Brennan, Sara Hirshon, Gwyneth Maguire, Becky Fernald, Julia Bassett Schwerin)
 - ii. Two no votes (Jason O'Brien, Debbie Peck)
 - iii. Motion passed 5 - 2
8. Citizen's Opportunity for Discussion of Items Not on the Agenda
None
9. Confirmation of Next Meeting: Thursday, July 20 at 6:30
10. Adjournment: 7:54 PM