

## **DRAFT MINUTES**

**May 31, 2013**

**Library Planning Committee**  
**Thomas Memorial Library**  
Police Station Conference Room

Members Present:

Frank Governali  
Molly MacAuslan  
Kathy Ray  
Jessica Sullivan  
Kate Williams-Hewitt  
Greg Marles, Facilities Director, Ex Officio

Absent: Jay Scherma, Library Director, Ex Officio

The fourth meeting of the Library Planning Committee was called to order at 10:35 by Molly MacAuslan.

A motion to accept the April 13, 2013 minutes was seconded and passed by unanimous vote.

It was agreed that we will accept past work and the assessment of the building deficiencies, and that any research we might want to do in the case of renovation, should be completed by 8/31/13.

The Committee meeting schedule through October is:

August 1,	9 AM
August 13,	9 AM
August 27,	9 AM
September 9	1 PM
September 20	9 AM
October 7	1 PM
October 18	9 AM
October 28	9 AM

Molly will discuss whether or not the Library committee should present a report to the Town Council's October 7 work shop with Mike McGovern and Jim Walsh.

Kate did not research the Community Services/Library coordination topic. On June 10 she will be meeting with Meredith Nadeau, Superintendent of Schools, with the

Community Services director, with the Facilities Director and also Technology representative.

Frank will visit various comparable library websites, to see what other services and functions are performed.

Molly will discuss with Mike McGovern and Jim Walsh whether or not a progress report should be made at the October 7, 2013 Town Council meeting. In addition she will review the current TML service plan.

By July 9<sup>th</sup>, Frank will coordinate with the TML Board of Trustees to arrange a meeting to discuss what future services could be provided at the Library. Jessica will attend also.

Molly will ask Jay to provide;

- 1) a list of current services, the space and technology required to provide these services
- 2) the percentage of the current collection that is never/rarely used and whether or not this part of the collection could be stored elsewhere

Molly will ask Jay to schedule either June 13 or June 28 for Maureen O'Meara to speak to the committee about the projected demographic changes in Cape Elizabeth. Alternatively, Jay will ask Maureen to submit a brief memo to the committee that will outline anticipated demographic trends.

Molly will ask Jay to report on services that could be shared with other libraries, and on agenda items # III, V, VI and VII. Item 5 b VII should go with 5 b II.

Greg reported that \$107,000 is set aside for the library committee. The committee agreed that no money is needed at the moment.

Jessica will research library use trends, researching college trends and library associations.

There was discussion about how to consider the CE Historical Society:  
how do we research the housing of historical societies in libraries ?

The meeting was adjourned at noon in order to proceed to the Curtis Memorial Library in Brunswick. The next meeting will be June 13, 2013.

Jessica Sullivan,  
Secretary