

DRAFT MINUTES

October 7, 2013

Library Planning Committee

Police Station

Members Present:

Frank Governali

Molly MacAuslan

Kathy Ray

Jessica Sullivan

Kate Williams-Hewitt

Jay Scherma, Library Director, Ex Officio

Greg Marles, Facilities Director, Ex Officio

The meeting was called to order at 1:05 PM by Chair Molly MacAuslan.

The September 30, 2013 minutes were approved.

TML Service Plan:

In her efforts to help the Library Planning Committee make its ultimate recommendations for future library services and programming, Kate met with the South Portland, Cape Elizabeth and Scarborough library directors, and also the Scarborough library assistant director. Her meetings focused on the following questions:

- 1) what programs and services are currently shared between these libraries ?
- 2) what programs and services could be shared in the future ?

After discussion with Kate, the following observations and conclusions were agreed upon by the committee regarding currently shared resources and programs:

- All three libraries are members of the Minerva Consortium and this is an extremely efficient shared service of book exchange between libraries.
- There is no reciprocal or regional library card; patrons must pay for cards in other municipalities. Cape Elizabeth has tried to initiate library card reciprocity with South Portland, without success.
- Scarborough and South Portland occasionally share programming informally without fee or residency requirement, and open to the public.
- Public notice for shared programming is difficult; local papers do not cover all towns. Programming is on each library's own website, but patrons of other communities would have to search for it. There is no formal effort to promote local programs to out of town residents, or to coordinate with other

town libraries. People must search the respective websites for programs and services that other towns offer.

- Scarborough's municipal librarians initiate programming ideas with the school department concerning community and cultural ideas
- The TML does not have a formal process of initiating shared programming with the school department; however, there is current discussion with the Superintendent of Schools about inter-departmental arrangements. Sharing programs with school librarians is difficult because their schedules are very limited.

The Committee agreed on the following concepts and observations regarding shared services and programming possibilities in the future:

- Regional or universal library cards to many or all municipal libraries in Maine may be available
- If Cape Elizabeth chose to significantly downsize the TML, there would be potential for shared services with nearby libraries, though contracts and fee structures would need to be negotiated in advance
- Other types of regional planning could be attempted with patron interest
- Services such as database purchasing and maintenance, cataloging and administrative functions, centralized staffing and cooperative purchasing could be shared between libraries, while still allowing individual town libraries to maintain their own unique characteristics. In other words, back office functions could be regionalized without detracting from the individual needs of the local libraries.
- A more formal approach to public noticing about shared programming and services in surrounding communities would help. Town website links to "Community Events Pages" would be possible.
- There will be (what are now unforeseen) opportunities for sharing resources in the future.

Life Safety Issues

Greg walked through the TML with COE Ben McDougal and Fire Chief Peter Gleason. In its current configuration, the facility does not require us to make changes. It is always possible to receive notices from the state which may require us to act. If we renovate, we would need to update the library facility to current code requirements.

Survey:

There was consensus agreement that the comments will not be summarized; they will be listed on an addendum. Frank clarified language on slide # 2.

Cape Elizabeth Historical Preservation Society:

Jessica reported on her meeting with the Town Manager concerning the Town's relationship with the CEHPS. The town has no formal relationship with the CEHPS. It does not receive any financial reports from the CEHPS, and is not aware of any status it may have such as non-profit or 501(3) c status with the IRS. The CEHPS does store bound volumes of historical town data, which the town must maintain by state law. The town gives the CEHPS a \$500.00 stipend each year.

Cape Business Alliance:

One member of the Rotary, Tony Wagner, met with Reed & Co. Architects, Molly and Jessica on October 3rd. Mr. Wagner had excellent comments and ideas concerning future library space and business sponsorships. Small tutorial rooms in a new/renovated/renovated library could be used by local small businesses for employee interviews. Local businesses could advertise themselves through paid sponsorship of future library programs.

Cape Elizabeth School Board and DLT:

Reed & CO. Architects, Molly and Kate will meet with the School Board and DLT on October 7th.

Final Report Plan and Timeline:

Molly reviewed her Executive Summary draft and asked for comments. Frank will create and outline structure for the final recommendations; these will not include support. We should all have our first drafts ready by October 15. On October 23, we will review the 2nd drafts. We will then circulate drafts as .pdfs and review. We should all send our initial drafts to Jay and cc Greg by 9 AM on October 14.

Changes to our timeline are:

10/15 3 PM Maine room
10/18 9 AM Maine Room
10/23 3 PM Maine Room?
10/28 1 PM Maine room?

Jessica will confirm with Reed & Co. on the 10/18 and 10/28 dates and will send the Reed & Co. questionnaire to the Cape Business Alliance in an attempt to further engage them.

Meeting adjourned at 3:53 PM. Jessica Sullivan, Secretary