

DRAFT MINUTES

July 3, 2013

Library Planning Committee
Thomas Memorial Library
Historical Society Conference Room

Members Present:

Frank Governali
Molly MacAuslan
Kathy Ray
Jessica Sullivan
Greg Marles, Facilities Director, Ex Officio
Jay Sherma, Library Director, Ex Officio

Absent: Kate Williams-Hewitt

The sixth meeting of the Library Planning Committee was called to order at 10:05 by Molly MacAuslan.

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

Agenda Item # 4: “Use of Past Work/ Online Sites of Other Libraries”

Frank provided a review of the online websites of area libraries. Discussion followed concerning value added components of a website such as booklists and the concept of a virtual reference library. Apparently virtual referencing has been found to be very expensive, in part because online software for 2-way video conferencing is so expensive. Jay noted that some libraries are using Twitter for this service, and that responses to reference inquiries can be given a few hours after the request - they don't need to be instantaneous. It was also noted that mobile apps for online library websites are not optimal yet due to their small screens.

Agenda Item # 5: “ TML Service Plan”

Our basic library components are services, programs, and repository for books. Frank started discussion concerning what library services will be desired/needed in the future, and among those services, what could be coordinated with other nearby municipal libraries. Can we expand services without expanding the library's physical plant ?

Frank has met with the TML Board of Trustees Programming Committee members Ken Piper and Judy McManamy. At this time, Ken and Judy have not completed their work on future library programming and are unsure of the Trustee's role in looking at services and service space. They have started looking at programming that would bring people to the TML, but not programming that could be shared with other communities and held elsewhere. Currently all programs are free to the public, supported either by the TML budget, the Friends of the TML, or

the TML Foundation. Frank may meet with them again as they move forward in their committee work.

Jay reviewed the current TML service model:

- We maintain traditional library services to support a lending program.
- Programming here is either literacy based or information based.
- We do deliver books to homebound individuals.
- The majority of our technology is supported offsite (Minerva).
- A new half-time technology staff person has been hired.

Discussion was held concerning the role of libraries in assisting internet searches, and in providing technology instruction classes. Should these classes, such as an introduction to Excel, be held by Community Services or the library ? Jay noted that we would need approximately 10 laptop computers in order to provide classes for the public.

Frank suggested that going forward, we should look at coordination with the school department. Jay noted that the literacy mission of the school department and that of our town library different and that we would need the Superintendent's support for any future coordination policies.

Jay noted that we should try to strike a balance with programming and point of service assistance, and consider what the reasonable expectations of program space and the use for that space should be. Planning for any future facility should emphasize flexibility.

Molly will speak with Kate, and Kate and Frank will meet with the Superintendent and also with the Town Manager on the issue of Community services and library programming integration.

As for programming integration with other local libraries, Jay has found strong resistance to joint programming. Other libraries feel that their budgets are already stressed with their own programming.

Frank suggested that a community programming committee might help in gathering ideas for programs that Cape Elizabeth citizens want.

Concerning off-site storage of books as a space saver/generator, Jay is generally opposed to the concept for a library of our scale. He prefers to edit the collection regularly, and does so. Patrons can usually obtain books through Minerva that we might no longer have. Minerva is an efficient and effective form of off-site storage.

Concerning off-site programming, Jay notes that the occasional and rare need to accommodate a large audience of 150-200 could be scheduled in the school cafeteria, perhaps, or the Town Hall, though it has no central air conditioning. Regular programming of story hour, for example, with perhaps 40-50 people in attendance, requires permanent appropriate space in the library. Frank asked about the burden on staffing of off-site programming. Jay responded that rare occasions can be managed, but that more frequent occurrences would be highly problematic and involve moving facilitators to the site, replacing them with other staff, and possibly cause overtime, comp time, and budget issues.

Jay noted that we should plan for core services. The TML is already an adapted facility which is not efficient and does not have the flexibility that other libraries have. We have 34 rooms on 5 separate levels, none have visual communication to adjacent rooms, and many are load bearing.

Frank expressed concern about building a new building for internet cabling, when ultimately we might be wireless.

Greg noted that we are not meeting current needs today. We are struggling to meet today's programming because of facility limitations, and we do not meet ADA requirements.

For The Next Meeting scheduled July 9, 2013:

Molly reports that Kate will speak to us about Item 5c; services that can/should be shared with other libraries. Also, we will work on agenda item # 6 Public Outreach. All committee members should come with 2 topics for a community round table on library services for the future.

Jay will ask to have a Town Center Planning Committee member schedule to speak to us about any discussion of the library in their planning.

Frank will look for a local architect that would not be a potential bidder on a new library, but would be willing to talk to us about potential space design and cost.

The next meeting will be held in the Police Station at 10 AM on Tuesday July 9, 2013.

Meeting adjourned at 12:25 PM.

Jessica Sullivan, Secretary