

TML Committee Minutes **DRAFT**

Meeting of July 9, 2013

Prepared by Frank Governali

Call to Order: 10:10AM

In attendance: Kathy Ray, Mary Kate Williams-Hewitt, Molly MacAuslan, Frank Governali, Jay Scherma.

Approval of minutes from July 2, 2013 meeting (Kathy Ray moved for approval, Mary Kate Williams-Hewitt seconded, unanimously approved)

- 1) Consistent with each of the committee's meetings, we acknowledged **areas of concern**.
- 2) Survey will be conducted with Survey Monkey. Questions will be gleaned previous survey plus new questions.

3) **First draft of plans for Community Roundtable:**

Timing & Location - Determine once we get Greg Marles' feedback.

Objective of Community Roundtable:

- a) **Obtain new insights** committee may not have identified
- b) To **Inform** community of committee progress/conclusions/work
- c) Give community opportunity to be **heard**

Organization of Community Roundtable:

1 – Random assignment of seats at the session – attempt to randomly disperse attendees throughout room, perhaps by handing out seat assignments as they enter.

2 – Have all Library committee members, plus some TC and SB members there in order to staff/take notes at tables.

3 – We need to plan to have very broad and effective invitations to insure good and diverse attendance

4 – To enhance attendee participation investigate use of use clicker system from CEHS.

5 – Plan on strong intro to the session that states the objectives of the meeting and how we'll be using the results of the session. Important to properly set the expectations about how input from session will be used in TML planning.

Agenda Community Roundtable

1) Intro to Meeting - very little historical review. Keep intro to 5 minutes +/-

2) Understanding the role of TML in Cape Elizabeth. What functions do you want TML to perform. Service & program priorities will drive future building plans for TML.

- A. What are the most important functions of the library for you? Ask Participants to Rank their priorities.
 - Children's Programs
 - Repository for Books
 - Computers
 - Seating

- Other
- B. What have we missed (New offerings)?
(Before session internal to our committee we should learn more about: additional services/programs that are offered at other libraries. i.e. learning commons, collaborative space, makerspace, etc.)
 - C. Understanding the allocation of resources consistent with priorities by asking: Relative to your priorities, where do we need to add or subtract resources?
 - D. Ask attendees to vote on the mission statement they most closely think fits their view of what TML should be. 5 + statements are offered as possible models.
 - E. Relationship of Library to Other Town depts./entities.
 - F. Do you support offsite programs/services? Would you attend ? (give specific examples)
 - G. Consider Budget in light of overall capital needs in town
 - H. What is important (or working well) in the current building lot? Or, No Opinion: Deal Breakers?
 - I. Explain next steps, and timeline of process.
 - I. What else do you want to tell us? There are sheets on each table for you to write down additional questions or perspectives you might want to the committee to hear or respond to.
 - J. Exit Poll?

STRATEGY FOR MAXIMIZING ATTENDANCE – how do we get the word out in order to maximize attendance at public session?

- Courier article
- Letter to editor from Committee explaining session and inviting attendance
- Posters in all retail locations in town, schools, churches
- Invites sent to specific groups
- Postcards? Inserts in Courier
- Email blasts (pro/con)
- Letter to Editor of Courier (need to get deadline)
- On home page of Library, Schools, Town websites
- Notice on CETV
- Notice at Recycling Center

3) Meeting adjourned 12:30PM.