

Thomas Memorial Library Board of Trustees

Minutes of meeting: Thursday, January 26, 2006 @ 7:00 P.M.

In Attendance:

Bob Stier, *Chair*

Ed Nadeau, *Secretary*

Penny Olsen, Evan Roth, and Deborah Tillman Stone, *Trustees*

Jay Scherma, *Library Director*

Absent:

Patricia Bredenberg (work commitment), Nancy Marshall (medical),

Approval of Meeting Minutes: Minutes of the December 14, 2005 meeting were reviewed and accepted as is.

Library Director's Report (December 2005): Jay presented report and provided additional details as follows:

- Roof leak on December 10th was located over the copier. The floor underlayment was damaged. The Facilities Manager is aware of the leak and it will be addressed in the spring. The status of the roof replacement is unknown at this time.

Old Business:

○ 20th Anniversary Celebration : Ed, Deb, Nancy & Jay

- We have been unable to get our committee together for a variety of reasons. Therefore, we agreed to reschedule the event for the Saturday, April 8th, to coincide with Library Week (April 2-8).
- Deb will contact Sparks Arcs to determine if we can reschedule his appearance until then. If not, we will go ahead with the original performance date, Feb. 11.
- We have a commitment from the historical society to assemble library related material in 2 oak display cases for the event. Ed, working with Barbara Sanborn, has selected some materials for this purpose.

○ Healthy Aging: Pat & Penny

- The program and schedule appeared in the Community Services winter catalog, as planned. The fire house training room has been confirmed as the location.
- Tapes of the 2005 series will be airing on channel 3.
- Deb Cabana confirmed to Penny that funds are available to tape the 2006 series.
- Availability of funds may be an issue. Penny & Pat will estimate cost and prepare a budget.

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Old Business: (Continued)

- **Healthy Aging: (continued)**
 - Deb suggested that Shaw's or Hannaford be contacted to determine if they are willing to donate food.
 - An idea to put together and tape a panel discussion to publicize the Healthy Aging series was floated. Tabled until next meeting.
 - Posters will be produced and distributed around Cape
- **Library Thing: Bob**
 - Bob is planning to meet with Tim Spaulding, founder of Library Thing, to discuss his possible participation in our 20th Anniversary Celebration.

New Business:

- **Minutes:**
 - Minutes of our meetings will be published on the town web site: www.capeelizabeth.com.
 - The secretary was reminded that minutes are to produced and distributed promptly after a meeting.
- **2006 calendar of meetings:** (3rd Thursday of each month, except August)
 - Feb. 16, March 16, April 20, May 18, June 15, July 20, August (no meeting), Sept. 21, Oct. 19, Nov. 16, Dec 21
- **Boards & Commissions Orientation, January 30:**
 - Ed agreed to prepare and deliver a brief presentation, including: TMLBoT mission, accomplishments, goals, etc.
- **TMLBoT contact list:**
 - The contact list was edited and approved (see attached)
- **Nomination of Officers for 2006:**
 - Chair, Bob Stier
Secretary, Ed Nadeau
 - Election will be held at February meeting.
- **Arts Commission request:**
 - The Arts commission has selected a track picture hanging system for the gallery space. As stewards of the Library, do we have any objection to their selection?
Their selection was unanimously approved.

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New Business: (continued)

- **Column in Cape Courier:**
 - For consideration at our next meeting, Evan proposed that we create a “Library related column” in the Courier. The content intended to highlight books, facts, helpful information, etc.

Parked items:

- **Space needs:**
 - Jay will continue to work with area librarians to gather information and study alternatives to put meaningful information before the Town Council.
 - It would be beneficial for us to find an advocate on the Comprehensive Planning Committee.
 - Jay has obtained information from his contacts the Scarborough library and Portland Public Library. He learned they did not do a formal RFI or RFP. Additional information is forthcoming from Portland and Brunswick.
 - The discussion of the process used by Scarborough revealed that they have a standing Facilities subcommittee.
 - We also discussed, what is necessary to get the town to commission a program study (building assessment)? We conclude that we should prepare a recommendation to the Town Council for a study.
 - Q. Do we have 2 or 3 known building constraints?
A. Book shelving capacity, meeting space, and parking.
 - Motion: Form a facilities subcommittee for the purpose of advising the Library Director and Town Council on facilities issues involving TML.
Motion unanimously approved!
Committee members: Evan, Deb, Jay, Ed
 - Jay will ask the Portland Design Team if they are willing to participate in the 20th Anniversary Celebration.
- **One Book One Community:** Jay will reopen issue in the spring. South Portland is a likely partner.

Next Meeting: is schedule for Thursday, February 16, 2006, @ 7:00 P.M.

Adjournment: 8:50 P.M.