

# Thomas Memorial Library Board of Trustees

Minutes of meeting: Thursday, March 16, 2006 @ 7:00 P.M.

## In Attendance:

Bob Stier, *Chair*

Ed Nadeau, *Secretary*

Nancy Marshall, Penny Olsen and Deborah Tillman Stone, *Trustees*

Jay Scherma, *Library Director*

## Absent:

Pat Bredenberg (?) and Evan Roth (work related conflict)

**Approval of Meeting Minutes:** Minutes of the February 23<sup>rd</sup> meeting were reviewed and accepted as is.

**Library Director's Report (January 2005):** Jay provided additional details, as follows:

- Upgrade to new release of Innovative Interfaces software may require replacement of 4 PC's. These PC's contain Pentium III processors, which do not satisfy the minimum requirements to run this software. Replacement cost is estimated at \$865 per machine.
- The scope of the data reported in "Reference/Readers' Advisory Services (Phone Renewals)" does not include renewals made online. This section of the report is intended to be reflective of staff activity.
- The question was asked: could we get a count on the total number of CE Patrons searching the MARVEL (state-provided) databases? It is Jay's understanding that statistics for individual libraries are not available that would provide the count Bob was seeking. Jay will check with Linda Lord at the state library to see if this is still the case.
- Meeting with Steve Podganji (PPL Director):
  - Steve is still working on getting his hands on facilities documents and worksheets for us.
  - He inquired about having Cape patrons registered in Portland as well.

## Old Business:

- **20th Anniversary Celebration: Ed, Deb, Nancy & Jay**
  - The committee has met each of the past 2 weeks and will continue to meet weekly in order to gain the momentum necessary to pull off this event.
  - The date has been changed to July 8<sup>th</sup>, 9:00 – 1:00.
  - Rachel Davis is an active participant of our committee.
  - Our goal is to plan and execute activities for the 3 major patron groups (adults, children, young adults). We have developed a project outline and worksheet to aid the planning process (attached).

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## Old Business: continued

- **20th Anniversary Celebration: (continued)**
  - We feel a catchy slogan would be useful to publicizing the event (something slicker than “20 Anniversary Celebration of the 1985 Renovation”). We invite all trustees to make creative suggestions.
  
- **Healthy Aging: Pat & Penny**
  - An article appeared in the March 11 issue of the Cape Courier. Jay expressed concern that:
    - a) Lebensfeld Foundation, the chief sponsor of the series, was not mentioned in the article
    - b) The only reference to TML is at the end of the article as a registration contact.Jay also requested that future articles be submitted to him for review prior to release.
  - Penny secured a donation from Hannaford (\$100 gift card) toward the purchase of food and supplies. The secretary will draft a thank you letter to acknowledge the gift.
  - A promotional film was produced about the series. It will run repeatedly on Channel 3.
  - Registrations to date are approximately 12 per session. However, last year most participants registered in the last week or so.
  
- **Facilities Subcommittee: Evan, Deb, Jay, Ed**
  - Jay distributed binders that contain various documents and worksheets pertaining to the issue. He will continue the attempt to obtain relevant documents from Portland Public Library.
  - Further discussion was tabled until next meeting.
  
- **Column in Cape Courier: Evan**
  - Tabled until next meeting.
  
- **TML Policy Review:**
  - Building use policy: The staff has reviewed and edited this policy.
  - Motion: Accept Building Use Policy  
Result: Unanimously approved
  - Circulation policy: forthcoming

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### **New Business:**

- **One Book One Community: Jay**
  - South Portland Library is not able to collaborate in such a program at this time.
  - Tabled until next year.
- **Register Cape residents as Portland Public Library patrons: Jay**
  - Tabled, awaiting a detailed proposal from Steve Podganji, PPL Director.
- **Explore a reciprocal borrowing arrangement with South Portland: Jay**
  - Tabled until June meeting. At that time we will revisit the question of a reciprocal borrowing agreement with So. Portland and consider sending along a letter of inquiry to their Board to gauge their interest. Jay will remain in contact with Mariane Peterson to monitor the receptivity of SoPL staff to such an agreement.

### **Parked items:**

**Next Meeting:** is schedule for Thursday, April 20, 2006, @ 7:00 P.M.

**Adjournment:** 7:50 P.M.