

# Thomas Memorial Library Board of Trustees

Minutes of meeting: Thursday, May 18, 2006 @ 7:00 P.M.

## In Attendance:

Bob Stier, *Chair*

Ed Nadeau, *Secretary*

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

Jay Scherma, *Library Director*

## Absent:

Pat Bredenberg (has out of town guest)

**Approval of Meeting Minutes:** Minutes of the April 20<sup>th</sup> meeting were reviewed, revised, and accepted as such.

**Library Director's Report (April 2006):** Jay provided additional details, as follows:

- Status of MINERVA? The state is currently restructuring the departments that run the program. Staffing changes are affecting the progress of planned modifications. However, the system is serving the purpose.
- TML circulation has declined in April. This was due to school vacation week and a variety of other factors.
- There has been a substantial increase in Young Adult activity. YA circulation is up by 30% YTD.
- Interlibrary loans service v. cost was discussed. It appears to be an incredibly cost effective program. TML executes approximately 12,000 interlibrary loans per year. The activity breakdown is roughly 60% are inbound loans and 40% outbound.

## Old Business:

- **20th Anniversary Celebration: Ed, Deb, Nancy & Jay**
  - TML Foundation offered a gift of \$2,500 to fund the event. The gift was accepted by the Town Council at the May 15<sup>th</sup> meeting.
  - The Friends of TML have agreed to fund the tent for the event. The check is forthcoming.
  - The selection process of pictures and images for the exhibit is under way. Nancy has been in touch with the vendors and cost estimates obtained are under budget.
  - Bob met with Tim Spaulding, creator of Library Thing. He is enthusiastic about the prospect of participating in the event. Bob and Jay are planning to meet with him to discuss the possibilities. The date and time has not yet been determined. Other trustees are invited to attend if they are available.
  - Deb reminded all trustees to reserve the date of July 8. All hands will be needed to assist with the event.

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### **Old Business: (continued)**

- **Healthy Aging: Pat & Penny**
  - Pat not in attendance. Report tabled until the June meeting.
- **Facilities Subcommittee: Evan, Deb, Jay, Ed**
  - The “walk around inspection” scheduled for May 3<sup>rd</sup> was postponed due to rain. We did, however, perform the exterior portion of the inspection at 6:00 PM this evening. Numerous defects were noted. The secretary will produce and distribute the listing of our observations.
  - A “walk around inspection” of the interior will be scheduled.
  - Jay has requested a listing from Ernie MacVane, Facilities Mgr., detailing the “exterior repairs” that are scheduled for the upcoming months. Upon receipt, we will compare Ernie’s plan with our list and determine what, if any, action we should be taken by us.
  - Ed spoke to Marilyn Brita, Civic Development Chair of the CE Garden Club, regarding “spring cleanup” and maintenance plans. Marilyn reported that they were held up by the recent rain. They plan to plant additional annuals and perennials, move a few plants around, fertilize and mulch. Their goal is to complete the work with the next 2-3 weeks.
- **Column in Cape Courier: Evan**
  - Tabled until the July meeting.
- **TML Policy Review:**
  - Circulation policy: The first draft is complete. However, Jay is exploring potential legal problems surrounding parental responsibility v. privacy rights of child.
  - The policy review was prompted by issues such as cellphone use in the library, library privileges for businesses in town, and other circumstances not covered in current policies. As well as the belief that it is prudent to revisit policies from time to time.
  - Upon completion of each policy the staff will make a recommendation to the board that is consistent with the law and facilitates the smooth operation of the library.
- **Public use recycling receptacles outside of the library – Ed**
  - The secretary will invite a member of the Recycling Committee to attend our September 21<sup>st</sup> meeting to discuss the program and answer questions.
- **Budget Status - Jay**
  - The budget was approved by Town Council at the May 15<sup>th</sup> meeting.

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### New Business:

- **Status of Technology & Digitization – Bob**
  - See <http://www.ims.gov/publications/TechDig05/index.htm>. Bob brought this website to our attention as a developing trend in library preservation and services that would be of interest to the BOT.
  - Jay mentioned that currently TML was not generating the type of ephemeral information that merited the cost and effort of digitization. But, that at some point the library, town and CEHPS might work together toward digitizing items in the society's archives.
  - There are no remaining action items.

### Parked items:

- **Register Cape residents as Portland patrons:**
  - Tabled until detailed proposal is submitted by Steve Podganji, PPL Director.
- **Reciprocal borrowing arrangement w/SoPo:**
  - Tabled until June meeting.
- **One Book One Community:**
  - Tabled until next year.

### Meetings:

- TMLBoT meeting is schedule for Thursday, June 15, 2006, @ 7:00 P.M.

**Adjournment:** 8:15 P.M.