

Thomas Memorial Library Board of Trustees

Minutes of meeting: Tuesday, February 13, 2007 @ 7:00 P.M.

In Attendance:

Evan Roth, *Chair*
Ed Nadeau, *Secretary*
Pat Bredenberg, Penny Olsen, and *Trustees*
Jay Scherma, *Library Director*

Absent: Nancy Marshall (away), Deborah Tillman Stone (away)

Approval of Meeting Minutes: Minutes of the January 18th meeting were reviewed, and accepted as is.

Library Director's Report (January 2007): Report accepted as is.

Jay presented the highlights of the Minerva libraries Borrowing and Lending Report, including: TML is the 6th top lender, of the 60 libraries represented and TML is the 4th net lender. Entire report is available at:

<http://www.maine.gov/infonet/minerva/statistics/borrowing.htm> .

Old Business:

- **Facilities Subcommittee:** **Ed & Jay**
 - Jay will contact Facilities Department to obtain a clarification of the status of the shingle and siding issues.
 - Evan requested that he be removed from this committee.
 - Composition of the committee and internal walk around inspection plan was deferred until next meeting.

- **Reciprocal borrowing arrangement w/South Portland:** **Jay**
 - Jay and Marian Peterson, SoPo Library Director, have prepared a project description and Letter of Agreement. (Attached.)
 - They are gathering additional information to compare the collections.
 - SoPo staff is protesting the proposal. At this time, we are awaiting the approval of the proposal by SoPo Library Advisory board.
 - Biddeford & York have expressed interest in participating. We'll consider such a proposal once we are satisfactorily up and running with SoPo. Such an arrangement would bring us 1 step closer to a statewide card.

- **TML Policy Review** **Jay, Nancy & Evan**
 - The committee has met to review the Circulation Policy. Privacy rights are proving to be complicated, especially in: adult to adult, and parent / child relationships.

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New Business:

- **Election of Officers:**
 - Nominations of TMLBoT officers for 2007 occurred at the January meeting: Evan Roth for Chair, and Ed Nadeau for Secretary.
Motion: To approve the slate as nominated.
Result: Unanimously approved.

New Business: (continued)

- **Comprehensive Plan:**
 - As advocates of the TML, we should be prepared to monitor the process through the Town Council review and approval process.
- **Lonely Books Club:**
 - Proposal for funding has been transmitted to the Lions Club.

Parked items:

- (none)

Meetings:

- Our next meeting is scheduled for Thursday, March 15, 2007, @ 7:00 P.M.

Adjournment: 7:36 P.M.

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To:

From: Marian Peterson, Director SPPL & Jay Scherma, Director TML

Re: Reciprocal Borrowing Project between South Portland Public Library and Thomas Memorial Library

Date: January 30, 2007

Project Description:

It is proposed that residents of Cape Elizabeth and South Portland who hold valid library registrations at either institution shall be allowed to visit each other's public library and borrow while on-site whatever circulating material they wish at that time. It is further proposed that this project shall be in effect for a trial period of six months (March 2007 to September 2007) to test the merit of the proposal and to establish that it is indeed workable.

Project Rationale:

This is a challenging time for municipalities in Maine: on the one hand, our residents are increasingly demanding a wider array of services; and, on the other, "better bang" for their tax dollars. Everywhere, there is talk regionalization and cooperative ventures to ease the burden on tax payers. The directors of the libraries of South Portland and Cape Elizabeth wish to demonstrate the spirit of cooperation that exists between our public libraries and to build upon a long history of cooperation among public libraries in Maine. To this end, our public libraries wish to enter into an agreement to honor a valid borrower's cards from each other's public library.

Currently, both the SPPL and the TML are members of the MINERVA resource sharing consortium. As part of that group, we engage in an "open lending" policy. That means that any Maine citizen registered at an affiliated library can borrowed items from the South Portland Public Library or the Thomas Memorial Library simply by having a valid borrower's card at his/her home library. In fact, patrons in good standing may request an item not just from the South Portland Public Library but from any of 78 other libraries in the Minerva cooperative! When available, the item will be delivered to his/her home library in 3-5 days. The borrower returns the item to his/her home library that, in turn, returns it to the lending library. Thus, an easy, seamless, and fulfilling transaction is completed for the patron.

Project Challenges & Opportunities:

While we are aware that that South Portland Public Library has the larger collection and is located in a more heavily traveled commercial location, it must be noted that the smaller Thomas Memorial collections contain thousands of items that are not owned by South Portland and can offer morning hours of service not currently available to those living in South Portland. Moreover, we are also aware that collaborations need not always be even or equal to be mutually beneficial agreements. Since our communities are geographically proximate, it seems likely that citizens will appreciate sharing an enhanced number of resources.

In the final analysis, the "new" service we are offering is *on-site* browsing privileges; and, as any publisher knows, browsing leads to buying, or, in our case, borrowing! Today's libraries are about access to information. Currently, we allow it this access through Minerva's on-line catalog. We wish to extend our patrons' access even further through this collaborative *on-site* effort. Logistically, little will change for the staffs of either community, though it would be reasonable to assume some staff resistance in the initial phases of the project. Indeed, we anticipate that we might actually see a slight reduction in interlibrary loan van deliveries between our communities.

For many years, the staff at the Maine State Library has spoken of a statewide library-borrowing card. While that effort has proven difficult to implement, we can do our part to advance that effort locally and set an example for the rest of the library community. By demonstrating that our towns are agreeable to allowing our staffs and public to experience open access to books and other materials, our communities have an opportunity to show leadership and openness in library service in Maine. In addition, we will prove to our taxpayers that we are striving for creative solutions to bring them better library services without additional taxes.

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LETTER OF AGREEMENT

South Portland Public Library and Thomas Memorial Library (Cape Elizabeth) Shared Borrowing Privileges

General Guidelines

1. South Portland Public Library (SPPL) and Thomas Memorial Library (TML) agree to extend borrowing privileges to each other's respective patrons.
 - SPPL patrons may check out circulating materials from the TML Library using their SPPL borrower's card.
 - TML patrons may check out circulating materials from the SPPL using their TML borrower's card.
 - All borrowers' registrations must be current and all cards must be active at the patron's home library before they can be used.
2. The reciprocal borrowing agreement is on-going but may be revoked by either party by written notice within 60 days of notification.
3. All circulating materials are available for reciprocal borrowing.
4. Borrowers will be subject to the rules of the lending library.
5. This courtesy is extended free of charge to all resident patrons of the South Portland Public Library and the Thomas Memorial Library, as well as their staffs, who are in good standing. *Patrons must have a valid library card at their home institution, owe less than \$6.00, and have fewer than 2 items overdue.*
6. Borrowed materials may be returned to either library. Any overdue fines will be collected at the library where materials are returned and all fines are kept by the library collecting them. Fine rates are determined by the lending library.
7. The lending library will assess fees for lost or damaged materials. Fees for lost or damaged materials will be collected by the lending library in communication with the patron.
8. The South Portland Public Library and Thomas Memorial Library are responsible for insuring that their staffs are aware of, and adhere to, statutory requirements concerning confidentiality of library users' registration and circulation records.

Responsibility of South Portland Public Library and Thomas Memorial Library (Cape Elizabeth)

1. Maintain a record of this *Letter of Agreement* signed by both directors to participate in the program and any subsequent documents related to this program.
2. Honor cards from participating libraries.
3. Inform borrowers about local rules of service.

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4. Verify the current contact information, i.e. address, phone number and email, of the library card holder if information is missing on patron record.
5. Return materials to the lending library.

Responsibilities of Borrowers

1. Present a valid library card as proof of current registration whenever checking out materials.
2. Be in good standing at home library.
3. Be informed and abide by the rules and policies of the South Portland Public Library and Thomas Memorial Library.
4. Assume responsibility for all materials borrowed on library borrower's card, including payment of lost/damaged materials, overdue fines and other fees.
5. Return materials in a timely manner according to the rules of the lending library.

_____ (signed) _____(date)

Marian Peterson, Director of South Portland Public Library

_____ (signed) _____(date)

Jay Scherma, Director of Thomas Memorial Library (Cape Elizabeth)

*Staff will know that a TML or SPPL card is valid and registered when the patron's name appears in the MINERVA registry.

The lending library means the library that **owns the material and is loaning it.