

# Thomas Memorial Library Committee

Minutes of Meeting: Thursday, October 18, 2018 at 6:30 PM

## In Attendance:

Jason O'Brien, Gwyneth Maguire, Megan Cotter, Becky Fernald, Sara Hirshon, Kathleen Kent  
Kyle Neugebauer

## Absent:

## Agenda:

1. Call to Order: 6:35 PM
  - a. Addition to agenda -- discussion of potential bench donation under Reports
2. Approval of Minutes  
Sara Hirshon motion / Gwyneth Maguire second  
Approved
3. Citizen's Opportunity for Discussion of Items Not on the Agenda  
None
4. Reports
  - a. Discussion of potential bench donation to the Library by William and Joan Schmitz.  
Consensus was that the donated bench should match the existing benches in the circle area closer to the parking lot. Kyle will determine that bench and contact the potential donors.  
Motion to table: Sara Hirshon motion / Megan Cotter second. Approved.
  - b. Library Director's Report  
Reported as submitted.  
Discussed ways to gain additional interest in showing at the art gallery. Kyle provided an update on the Shared Borrowing MOU review -- he is currently waiting for responses from the other libraries involved to move the process forward.
  - c. Committee Member Updates & Correspondence  
None
5. Policy Review
  - a. Circulation
    - i. Kyle shared feedback from Andy Ryer, Circulation Librarian:  
*"Overall the draft seems good to me. Everything seems accurate and thorough and the language seems clear.  
Regarding the AD vs JR card debate, I don't think it's too much of an issue either way. I definitely understand the hesitancy to label anyone under 14 as "adult," since financial responsibility will ultimately rest with the parent or guardian, but at the same time, as you say there is virtually no real difference between and AD and a JR card. Other than for statistical purposes, we may as well not even have separate P Types for our patrons. I can honestly say that in the 8 years I've been here I've never once had an issue regarding payment for lost/damaged items that involved a dispute about a JR vs AD card. I think staffers are the only ones who are even aware that there is a difference in the cards. And frankly, having the parent co-sign the back of the card gives the impression to some that because it's a JR card, it*

*doesn't carry the same confidentiality restraints as an AD card, which occasionally leads to patron unhappiness. The only other thing I will say in favor of keeping things as they are is that we do get teens who come to the library on their own and get a library card, and if we have to send them away because they need to come back with a parent, I think we're likely not going to see those teens again. Once they get to high school age they are more or less independent when visiting the library and I don't think requiring them to come to the library with mom or dad to get a card is going to be very welcoming or encouraging to their new young adulthood. So, other than that one, I would argue, somewhat important caveat, in a nutshell, I guess my feeling is that it doesn't really matter too much either way."*

- ii. Gwyneth Maguire motion to accept the policy as submitted / Megan Cotter second.  
Approved

b. Gallery Policy

- i. Motion to approve policy with following changes: Megan Cotter motion / Sara Hirshon second:
  - 1. Rename policy "Stier Family Gallery Policy"
  - 2. Delete "Reception" section". Add following line to "General Guidelines" section: "Artist receptions are permitted upon request in accordance with the Gallery Overview document."
  - 3. Publicity section in General Guidelines to read as follows: "Publicizing the event to the community through signage, press releases, print and/or electronic messages, mailings, or other means is the responsibility of the artist. The Library will post promotional material provided by the artist in the building to the Library's website and/or social media outlets. The Library will submit promotional materials received from the artist to the Cape Courier with sufficient lead time (however, the Library cannot guarantee the Courier will publish submissions). Please refer to the Gallery Overview for lead time needed on promotional material submitted to the Library."
  - 4. Remove this sentence: "The TML Gallery is overseen by the Library Director or a designated member of the Library Staff."
  - 5. "Sales" introduction sentence to read as follows: "The exhibitor may sell items in the exhibit, subject to the following:"

- ii. Approved

6. Strategic Planning Discussion

- a. Jason O'Brien will work on drafting an RFP for outside consultant services and will share at next meeting.

7. Citizen's Opportunity for Discussion of Items Not on the Agenda

None

8. Confirmation of Next Meeting: November 15, 2018 at 6:30 PM

9. Adjournment: 8:20 PM