

Agenda: [Sept. 16, 2010](#) Revised 09/14/10

Education Subcommittee Agenda: [May 20, 2010](#)

Draft Minutes: [July 15, 2010](#)

Education Subcommittee: [May 20, 2010](#)

Focus Group Subcommittee: [May 13, 2010](#)

Thomas Memorial Library Trustees Meeting
Draft Agenda

Thursday, September 16, 2010 – 6:30 pm

Rev. A

- Call to order: _____ Nancy Marshall,
Interim Chair
- Library Building Project:
“Next steps” dialogue with Michael McGovern, Town Manager and
Jessica Sullivan, Town Councilor
- Welcome New Members: Kate Mitchell and Ken Piper
- Approval of Meeting Minutes: July 15, 2010
- Library Director’s Reports: July & August Jay Scherma
- Old Business:

- A. Focus Group Action Committee report Nancy O’Sullivan
- B. Education Committee Nancy Marshall
- C. Nominees to fill 1 vacancy on TMLF BoD *All*
- D. MORC Update Nancy Marshall

• New Business:

- A. Establish a sub-committee to address the Town Council's new
Communication Strategy in particular Section II Paragraph B.

- Confirmation of next meeting: Thursday, October 21, 2010 @ 6:30
- Adjournment: _____

7) Confirmation of next meeting: Thursday, October 21, 2010 @ 6:30

8) Adjournment:

[return to top](#)

TML Board of Trustees/Education Subcommittee Meeting
Tuesday, May 20, 2010 6:30pm
Maine Collection Room
(meeting rescheduled from May 4 due to lack of quorum)

AGENDA

1. Call to Order

1. Review of documents

Supporting information for: 2010 >02-04-2010 Workshop

http://www.capeelizabeth.com/council_packets/index.php?

directory=/2010/02-04-2010%20Workshop

TML Summary Needs Assessment.doc

TML Summary Public Input Brief.doc

TML Summary of Architectural Drawings.doc

TML Summary of Scenarios Considered.doc

TML- Council Presentation.pdf

TML- Council Presentation.ppt

Town Council Workshop Agenda February 4 2010.doc

1. Discussion and Recommendations for Action

1. Next Meeting _____
▪ Adjournment

[return to top](#)

Draft Minutes

Thomas Memorial Library Board of Trustees
Minutes of meeting: Thursday, July 15 2010 @ 6:30 P.M.

In Attendance:

Robert Chatfield, *Chair*
Ed Nadeau, *Secretary*
Nancy Marshall, and Nancy O'Sullivan, *Trustees*
Jay Scherma, *Library Director*

Absent:

Jennifer Healy, Michael Moore

Agenda:

1. **Call to order:** 6:37

P.M.

Rob

2. Approval of Meeting Minutes:

Motion: Accept minutes of the June 17, 2010 meeting.

Result: Unanimously approved.

3. Library Director's Report

(May)

Jay

- Children's programs data/formula is not correct. Revision forthcoming.

4. Old Business:

A. Building related action items from workshop w/ Town Council:

Jay

- Awaiting direction from Town Manager and Town Council.

B. Focus Group Action

Committee:

Nancy O.

- Meeting scheduled for earlier this evening was postponed.
- Nancy explored replacement posters for fireplace windows and was surprised by the cost. She will continue to work the issue.
- The TML Foundation voted to allocate \$1,500 to fund the pending improvements.

C. Education

Committee:

Ed

- Nothing to report. The committee will meet to begin to gather examples of how a new library will be different than current facilities.

D. Nominee to fill 1 vacancy on TML Foundation Board of Directors

All

- Each Trustee is asked to continue to search for viable candidates and discuss their level of interest to be considered for such a nomination.

E. TMLBoT vacancy: appointment process

update

Jay

- Town Clerk and Appointment Committee are processing applications for this and other committee openings.

F. MORC

update:

Nancy M.

- MORC is preparing a questionnaire to gather citizen input on town services.
- June 17 meeting was cancelled. A public hearing is being planned.

5. New Business:

A. Rob Chatfield, pending resignation:

- Rob has accepted a teaching position in Senegal .
- The Board thanked Rob for his service, and we wish him great success in his new adventure.

6. Meeting:

Our next meeting is scheduled for **Thursday, Sept. 16, @ 6:30 P.M.**

7. Adjournment:

7:03 P.M.

[return to top](#)

Thomas Memorial Library Board of Trustees

Education Committee

Minutes of meeting: Thursday, May 20, 2010 @ 6:30 P.M.

In Attendance:

Nancy Marshall, *Chair*

Jennifer Healy, Michael Moore, and Ed Nadeau

Jay Scherma, *Library Director*

Agenda:

- Call to order: 6:30 P.M.
- Review Study Committee documents
- Discussion and recommendations for action:
- Revisit the libraries toured by the Study Committee (Auburn, Topsham, Damariscotta, Gorham, and Freeport) plus York. Take photos.
- Prepare a “story board” or some such means to compare features of those libraries to the services and workarounds that are currently in place at TML. Also identify incremental services that could be provided with a modern facility.
- Next meeting:
- The secretary will coordinate a work session with Michael, Jennifer, and Jay
- Adjournment: 7:55 P.M.

[return to top](#)

Thomas Memorial Library Board of Trustees

Focus Group Action Committee

Minutes of meeting: Thursday, May 13, 2010 @ 6:30 P.M.

In Attendance:

Nancy O’Sullivan, Jennifer Healy, Ed Nadeau, and Jay Scherma

Agenda:

- Call to order: 6:33
- Nancy O’Sullivan was elected as the Chair of this committee.
- Approval of Meeting Minutes: March 4, 2010

Motion: Accept minutes of the March 4, 2010 meeting.

Result: Unanimously approved

- Old Business:
 - A. Further discussion of the 3 actionable item selected at our last meeting and subsequently recommended to the TMLBoT:
 - **Improve “first impressions” at circulation desk / reception:**
 - Nancy’s recent visit to Portland Public Library (PPL). She observed the absence of signage at the entrance guiding her to the desired collection.

Jay has meeting at PPL and he will examine the mapping and/or signage strategy that they utilize.

- Explore options for a “locator map” and/or printed map to guide new patrons. Jay has provided several renditions of the general floor plan. Ed will generate a working copy for review and discussion by the committee.
- Consider options to make the checkout / circulation area more “children friendly” to occupy them while parents checkout, etc.
- Several years ago, the idea of the TML providing a “welcome wagon” like service to new residents was explored. The major obstacle was a means to identify new residents. Ed will research possible method to gather this info on a timely basis.
- The general appearance of the circ area was briefly examined. Several opportunities to improve the area may be:

- Update window treatment, the paint, and/or the acoustic wall coverings.
- Rearrange public literature and consolidate into one location.
- Relocate the “friends” book sale shelving, and consolidate adult and children’s books.
- Suggest the “friends” add signage to book sale cart as a means of increasing awareness and that the current display has 2 sides.

- Jay commented that there is no place to sit in the reception area. Given the multi-level layout of the library; this is a hardship for our senior citizen and physically challenged patrons. The space available is limited. Perhaps an airline style “jump seat” would serve the purpose.
- Are there alternatives to the current work flow at the circ desk? We will explore the pros & cons of repositioning the circ desk, etc.
- Jennifer and Jay are exploring a possible resource to provide “customer service” training to staff.

4) Old Business: (Continued)

A) Further discussion of the 3 actionable item selected at our last meeting and subsequently recommended to the TMLBoT:

- **Improvements to Community Room:**

- Jay met with Craig Cooper, owner of Rainbow Construction, to obtain an estimate to relocate the fireplace. Craig offered to do the project largely on a pro-bono basis, capping our cost at \$200-300. He estimated that he can do the work in late August to early September.
- Nancy O’Sullivan will shop for new posters for the wings of the fireplace. Her goal is to find 4 pair of posters to rotate with the seasons.
- CE Facilities will paint the Community Room. Jay will contact Facilities Mgr. to estimate the number of gallon of paint required to do the job. Jennifer will work on putting a pallet of colors to be considered.
- A deep cleaning of the carpet is needed. Jay recommends that we put this off until the fall.
- The book shelves used by the Friends to stage and organize books is unsightly.

- **Establish a checkout station in the Children’s Library:**

- Jay indicated that this is not the right time to attempt such a change. It is his intention to use the Children’s library as the test site for RFID. Tabled for future consideration.
- Confirmation of next meeting: Thursday, June 17 @ **6:00** P.M.

(**Note:** This meeting is just prior to the regularly scheduled TMLBoT meeting. We will continue after TMLBoT, if necessary.)

- Adjournment: 8:28 P.M.

[return to top](#)