

**THOMAS MEMORIAL LIBRARY COMMITTEE**  
**Meeting Agenda**

**Date: Thursday, December 21, 2017**

**Time: 6:30 PM**

**Place: Thomas Memorial Library - Conference Room**

- 1. Call to Order**
- 2. Approval of Previous Meeting's Minutes**
- 3. Citizen's Opportunity for Discussion of Items Not on the Agenda**
- 4. Reports**
  - a. Library Director's Report**
  - b. Committee Member Updates & Correspondence**
- 5. Strategic Vision Discussion**
- 6. SOAR Analysis**
- 7. Review the necessity of the Public Relations and Service Policy**
- 8. Recognition of outgoing members: Julia Bassett Schwerin, Gil Brennan, Debbie Peck**
- 9. Citizen's Opportunity for Discussion of Items Not on the Agenda**
- 10. Adjournment**

**Next Meeting: Thursday, January 18, 2018, at 6:30 PM in the Thomas Memorial Library Conference Room**

**Rules for Public Participation at Meetings**

Persons wishing to address topics on the agenda may do so following introduction of the item by the chairman and prior to the Committee discussion. Any person wishing to address the Committee shall signify by raising their hand. When recognized by the chairman, the speaker shall give his or her name and affiliation, if applicable. Comments shall be limited to three minutes per person. The time may be extended by a majority vote of the members present.

Persons wishing to address topics not on the agenda may do so following the Call to Order and the approval of any applicable meeting minutes. On each meeting agenda, there will be an item titled "Public Comment", which shall be placed directly after the approval of any meeting minutes.

The chairman shall ask if there are any members of the public who wish to speak. Any person wishing to address the Committee shall give his or her name and/or affiliation. Comments shall be limited to three minutes per person. The time may be extended by a majority vote of the Committee members present.

In the event there is a topic of interest to many persons, or if the Committee members wish to solicit public comment on a particular issue a separate meeting, or public forum may be scheduled. Rules of the meeting or forum will be discussed by the Committee and published prior to the meeting or forum.

During a workshop, persons may not comment on any issue and/or topic without the approval of a majority of the Committee members present. Comments shall be limited to three minutes per person. The time may be extended by a majority vote of the Committee members present.

**Decorum**

Persons present shall not applaud or otherwise express approval or disapproval of any statements made or actions taken at such meeting. Expressions of approval or disapproval may be intimidating to others who wish to speak.

*Approved by Cape Elizabeth Town Council: 2/14/2011*