

Memorandum

To: Cape Elizabeth Town Council
From: Kyle Neugebauer, Director, Thomas Memorial Library
Date: January 4, 2019
Subject: Thomas Memorial Library Bench Donation

The Thomas Memorial Library has received an offer for a bench to be donated by William and Joan Schmitz. The Thomas Memorial Library Committee reviewed the proposal at their October meeting and approved a motion recommending the Town Council to accept a revised proposal from Mr. and Mrs. Schmitz at their November 15, 2018, meeting.

As indicated on the proposal, the bench would be located just outside of the existing Children's Garden, in an area the Library is looking to expand garden planting in this spring. The bench will match the existing exterior benches located closer to the Library parking lot. The Library plans to use other donated funds to cover any additional installation costs, such as a concrete pad.

Attachments:

Bench Donation Proposal from Mr. and Mrs. Schmitz

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

Thomas Memorial Library Committee

Minutes of Meeting: Thursday, November 15, 2018 at 6:30 PM

In Attendance:

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

Absent: Sara Hirshon

Agenda:

1. Call to Order: 6:37 PM
2. Approval of Minutes
Megan Cotter motion / Kathleen Kent second
Approved
3. Citizen's Opportunity for Discussion of Items Not on the Agenda
None
4. Reports
 - a. Library Director's Report
Reported as submitted.
Discussed additional donation inquiry for a Scrabble table; decided to suggest a nice table top version instead.
 - b. Committee Member Updates & Correspondence
None
5. Bench Donation Review
 - a. Reviewed the new proposal. Discussion on if this is setting a precedent.
 - b. Gwyneth Maguire motion to recommend the donation of the bench per the proposal to the Town Council / Megan Cotter second. Approved.
6. Policy Review
 - a. Meeting Room
 - i. Kyle presented a draft version that he had also shared with Facilities. He is waiting to hear back from Facilities on it. No action taken
 - b. Petition and Passive Engagement
 - i. Kyle presented a draft version that he had shared with Matt Sturgis. He is waiting to hear back from Matt. No action taken.
7. Strategic Planning Discussion
 - a. RFP is under works.
8. Citizen's Opportunity for Discussion of Items Not on the Agenda
None
9. Confirmation of Next Meeting: December 20, 2018 at 6:30 PM
10. Adjournment: 7:28 PM

903 Kensington Way
Mount Kisco, NY 10549
October 30 , 2018

Mr. Kyle Neugebauer
Library Director
Thomas Memorial Library
6 Scott Dyer Road
Cape Elizabeth, Maine 04107

Dear Mr. Neugebauer,

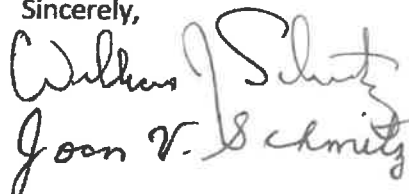
As discussed with you, we would like to donate the sum of two thousand dollars to the Thomas Memorial Library as a remembrance to our grandchildren who live in the Cape. The funds would be used to purchase a bench for the proposed Children's Garden expansion.

The bench would be a six foot 1939 World's Fair Bench matching the existing benches in the library courtyard. There would be a plaque inviting children and parents to sit and read together as well as a small dedication plaque.

The cost of the project as proposed is \$1,895 as shown in the attached quotation from Kenneth Lynch and Sons. It is requested that the balance of funds be used for the purchase of books for the Children's Library.

We look forward to approval of this proposal and proceeding with the project. Thank you for your support.

Sincerely,

Handwritten signatures of William and Joan Schmitz in cursive script.

William and Joan Schmitz

Encl:
Proposed location
Quotation- Kenneth Lynch and Sons
Plaque descriptions



PROPOSED LOCATION



KENNETH LYNCH
& SONS
 EST. 1927

October 26, 2018
 To: William Schmitz
 Attn:
 Email: Montross47@msn.com

From: Melody Sonntag
 Subject:
 Thomas Memorial Library
 Cape Elizabeth ME

Dear Estimator,

Thank you for your interest in our products. We are pleased to offer the following quotation for the requested items.

Qty	Item	Description	Unit	Total cost
1	6737-6	1939 Worlds fair bench, 6' long with black iron and Ipe slats, unassembled	1126.00	1126.00
1	Plaque	Cast Bronze memorial Plaque, 2" x 12" long, with Library logo/sign and "Come sit with me" (price based on customer providing vector file with art)	267.00	267.00
1	Plaque	Cast bronze memorial plaque, 2" x 12" long, Erik and Robby Schmitz Love Grandma & Pop-pop	257.00	257.00
1	Freight	Via common carrier	245.00	245.00
Total				1,895.00

Quotes are valid for 60 days from date of issue.

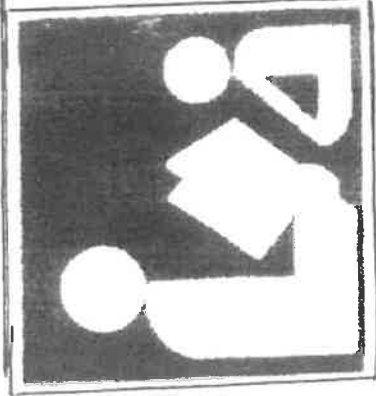
All cast stone products are supplied in our standard light grey. Additional colors are available at an additional 20% charge.

Production time is 8 weeks. Terms are 50% deposit to activate an order and the balance is due prior to shipping.

We look forward to your continued interest in this item.

Melody D'Avino (Sonntag)
 melody@klynchandsons.com





Come sit with me

Erik and Robby Schmitz

Love

Grandma & Pop-pop