



## ***Thomas Memorial Library Study Committee***

### **Committee Purpose**

The Thomas Memorial Library was founded in 1919 as a consequence of a donation from William Widgery Thomas. The library consists of a former school house first built in 1849, another former school house built in 1859, the former Pond Cove School Annex constructed in 1912, various additions built in the 1950's and 1960's and a connecting link built in the 1980's.

The Trustees of the Thomas Memorial Library have asked for a study of library space needs as space has become more limited in recent years.

The Thomas Memorial Library Study Committee is hereby created and is requested to accomplish the following:

- Recommend to the town manager a consultant to assist with library planning.
- Seek funding from the Thomas Memorial Library Foundation to assist with the study and provide funding recommendations for the study from existing library funds.
- Conduct a library needs assessment
- Define a library program projected to serve the patrons of the Thomas Memorial Library and the community of Cape Elizabeth for the next 30 years.
- Develop a conceptual plan for any proposed improvements to library facilities
- Include as part of the program and plan, an analysis of the opportunities to continue to utilize space for records preservation activities
- Recommend a funding plan for any proposed improvements including the potential for both private and public funding.
- Provide regular updates to the Cape Elizabeth Town Council and provide opportunities for public participation in the committee process.
- Develop a plan for any proposed rehabilitation of the structure and for any site changes.
- Provide a final report to the Cape Elizabeth Town Council no later than May 1, 2009.

### **Committee Structure**

The Thomas Memorial Library Study Committee shall consist of the Trustees of the Thomas Memorial Library, a designee of the Thomas Memorial Library Foundation, a designee of the Cape Elizabeth Historical Preservation Society, and a Town Council member who shall be chosen by the Town Council Chairman. The Library Director of the Thomas Memorial Library shall be an ex-officio non-voting member of the committee.

### **Committee Resources**

The Library Director shall be the primary in house staff resource for the committee.