

# Thomas Memorial Library Study Committee

Minutes of meeting: Thursday, March 20, 2008 @ 6:30 P.M.

## In Attendance:

Nancy Marshall, Chair  
Robert Chatfield, Ed Nadeau, Penny Olsen and  
Anne Swift-Kayatta  
Norman R. Jordan  
Jay Scherma

## Representing:

TML Board of Trustees  
CE Town Council  
CE Historical Society  
Library Director

## Absent:

Pat Bredenberg (arrived near end of meeting),  
Evan Roth (work related)  
Ellie Vuilleumier

TML Board of Trustees  
TML Foundation

## Old Business:

### A. "Request for Proposal" (RFP) Update:

- The RFP was finalized and ready for distribution on March 3, 2008.
- Town Manager Support -
- Circulation and Posting – The finalized RFP (attached) has been circulated to selected Library Consultants and posted on [www.LibraryConsultants.org](http://www.LibraryConsultants.org), a publicly accessible online directory of library consultants and related RFP's.
- Press Release – Nancy formulated a press release that was distributed to local newspapers (Portland Press Herald, Cape Courier, Current, and Sentry), TMLBoT, TMLSC, and TMLF members. In addition, the press release is posted on the Town web site with a link to the RFP and Study Committee charge.  
(Note: Presumably as a result of the press release, Jay Scherma and Norm Jordan have been interviewed by a reporter from the Current. It appeared in the March 20<sup>th</sup> issue.)

### B. Review Process for Responses to RFP

- Bids close at 5pm on Friday, March 28th. On Monday, March 31st, @ 2:00, Nancy, Ed and Jay will meet to screen the responses to confirm adherence to RFP requirements.
- Copies of the conforming proposals will be available at the circulation desk by the evening of the 31 for SC members. Committee members shall pick up their packet of proposals, in order to review and rate each proposal prior to the Thursday, April 3<sup>rd</sup>, committee meeting.
- Convene a Study Committee meeting, Thursday, April 3<sup>rd</sup> @ 5:00, to:
  - A. Review the proposals and reach a consensus on 2-3 consultants to invite to Cape Elizabeth for an interview with the SC.
  - B. Compile a list of interview questions to be addressed with each of the consultants selected.
- Schedule interviews with consultants.

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**C. Library Tours, update:**

- Jay has arranged 2 tours of area libraries:
  - Freeport Community Library, Wednesday, March 26 @ 2:15
  - Baxter Memorial Library, in Gorham, Saturday, March 29 @ 9:00

(Note: Those that wish to participate in the carpool, gather at TML 45 minutes prior to tour time)
- Jay will continue to work with other prospective host, in the effort to schedule additional tours. We have gathered SC member's availability though April 19<sup>th</sup>. Remember to inform Ed and Jay if there are any changes to your availability.

**New Business:**

**A. Articles and books for SC use:**

- Nancy obtained "Designing A Fine Library" Tools from the KLA Standards Committee, the Regional Systems and the Kansas State Library. This publication was distributed to each of the members in attendance for the purpose of educating ourselves.
- The following is a list of books to order for TMLSC use:
  - Dahlgren, Anders C. **Planning the Small Public Library Facility, 2<sup>nd</sup> ed.** Chicago: LAMA, American Library Association, Small Library Publications #23, 1996. ISBN: 0-8389-0681-8 (Out of Print, not available from ALA or from any of the Book Search databases, used or new)
  - McCarthy, Richard C, AIA. **Managing Your Library Construction Project: A Step-By-Step Guide.** Chicago: ALA Editions. American Library Association, 2007 ISBN-10: 0-8389-0931-0. Price: \$58 (\$52.20 ALA Member)
  - McCabe, Gerard B. and James R. Kennedy, editors. **Planning the Modern Public Library Building.** Westport, CT: Libraries Unlimited, 2003. ISBN: 0-313-32155-8. Price: \$74
  - Lushington, Nolan. **Libraries Designed for Users: A 21st Century Guide.** New York: Neal-Schuman, 2002. ISBN: 9-781-55570-4193. Price: \$110.
  - Sannawald, William W. **Checklist of Library Building Design Considerations,** 4th ed. Chicago: ALA Editions. American Library Association, 2001. ISBN: 0-8389-3506-0. Price: \$48 (\$43.20 ALA Member)
  - Taney, Kimberly Bolan. **Teen Spaces.** Chicago: American Library Association, 2003. ISBN-13: 978-0-8389-0832-7. Price: \$35 (\$31.50 ALA Member)
  - Woodward, Jeannette. **Countdown to a New Library: Managing the Building Project.** Chicago: ALA Editions. American Library Association, 2000. ISBN: 0-8389-0767-9. Price: \$55 (\$49.50 ALA Member)

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### **B. Focus Groups:**

- In an effort to maintain momentum in a productive way, the formation of a Focus Group Subcommittee was proposed. Upon further consideration, it was determined that the secretary will generate a worksheet consisting of a list of the Focus Groups outlined in the RFP.
- This worksheet will be distributed to committee members for the purpose of capturing their thoughts on who might comprise each group and how we might go about approaching and/or gathering appropriate representation in each focus group for discussion at our next monthly meeting on April 17<sup>th</sup>.

**Meeting:** Our next meeting is scheduled for Thursday, April 17, 2008 @ 6:30 P.M.

**Adjournment:** 7:23 P.M.