

# Thomas Memorial Library Study Committee

Minutes of meeting: Thursday, June 19, 2008 @ 6:30 P.M.

## In Attendance:

Nancy Marshall, *Chair*  
Ed Nadeau, *Secretary*  
Robert Chatfield, Nancy O'Sullivan, and Evan Roth  
Anne Swift-Kayatta  
Norman R. Jordan  
Jay Scherma, *Library Director*

## Representing:

TML Board of Trustees  
CE Town Council  
CE Historical Society  
Thomas Memorial Library

## Absent:

Penny Olsen and Pat Bredenberg  
(Currently vacant)

TML Board of Trustees  
TML Foundation

## Approve minutes:

- o Meeting minutes of May 8, 2008 approved.
- o Meeting minutes of May 15, 2008 approved.

## Old Business:

### A. TML Foundation:

- o At the May 22, 2008 TMLF meeting, the foundation agreed to donate \$25,000 for the final payment of the Himmel & Wilson contract and fund a telephone survey of 300 Cape Elizabeth households up to \$13,700.

### B. Town Council:

- o At the June 9, 2008 Town Council meeting, the Council unanimously approved Library Gift and Library Planning Study (Item 89-2008):

*It is proposed to accept a gift with appreciation from the Thomas Memorial Library Charitable Foundation of \$25,000 for the library planning study and to authorize these funds and \$50,000 from the Marion Chase and Barbara Chase Funds to pay for a library planning study. This is in accordance with the Town Council's earlier expressed desire that the library planning study be paid for with private funds. The consultants were chosen as part of a Request for Proposals process by the committee and their recommendation has been approved by the town manager pending this Town Council authorization to allocate the \$75,000 in donated funds.*

### C. Himmel & Wilson Contract

- o The Town Manager is expected to sign the Himmel & Wilson contract on Monday, June 23, 2008.
- o The Chair has prepared a press release for distribution to local newspapers, the Town website and the TML website.

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### D. Visioning Session:

- Bill Wilson has suggested that we select a date for a “Visioning Session” some time in July. He has provided some block out dates.
- Upon reviewing calendars the committee has provided the Chair with several dates to propose to the Himmel & Wilson team.
- The Town Council, TMLSC and C. E. Department Heads will be invited to the Visioning Session. (Note: Jay will provide the list of C. E. Department Heads.)

### New Business:

#### A. Focus Groups:

- Nancy O’Sullivan has agreed to serve as the Focus Group Coordinator.
- The Focus Group Worksheet was used to identify the composition and scope of the groups and committee member responsible for each group.
- Committee members will send recommended participants to Nancy O’Sullivan for compilation.
- The Secretary will distribute the press release prepared by the Chair, to update the community on the status of the project and inform interested parties how they can participate in a Focus Group.
- Ed Nadeau and Evan Roth have volunteered to attend Focus Group sessions for the purpose of taking notes and capturing the thoughts and ideas of the participants.

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

**Adjournment:** 7:35 P.M.