

Thomas Memorial Library Study Committee

Minutes of meeting: Thursday, September 18, 2008 @ 6:30 P.M.

Rev. A.

In Attendance:

Nancy Marshall, *Chair*
Ed Nadeau, *Secretary*
Robert Chatfield, Penny Olsen and Nancy O'Sullivan
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:

Pat Bredenberg and Evan Roth

TML Board of Trustees

Approve minutes:

- o Meeting minutes of July 17, 2008 approved.

Old Business:

A. Visioning Session:

- o The visioning session took place on July 23, 2008. A summary will be incorporated into the Needs Assessment Report, due in October.

B. Focus Groups:

- o Consultants Himmel & Wilson have conducted 10 focus groups and numerous interviews.
- o H&W produced a 45 page document of notes from the focus group sessions, including a summary of the "themes" that emerged across multiple sessions.
- o They are in the process of compiling statistics of peer libraries.

C. Web Survey:

- o H&W included a web survey in the need assessment process. Can we identify organizations and group that we can email the link to the survey? This question prompted a discussion of the "Uses of the Web Survey" and the "statistical validity" of the information gathered.
- o If available, group lists have privacy issues.
- o If obtained and usable, there are technical issues and limitations.
- o It was determined that we will not endeavor to gather email lists from organizations. The method that we will use will be to post the link on the TML, TMLF, and CE web sites and publicize the survey's availability and uses in the Cape Courier.

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D. TML Peer Groups:

- H&W produced and distributed data representing Maine and National peers, including: Inputs, Outputs, Financial, and Demographic Data.
- Ed has added a comparison of Cape Elizabeth data to the averages compiled by H&W. (see attached)

Other Business:

A. Telephone Survey:

- The telephone survey to be conducted by Critical Insights is in the planning stage. Draft questions are being formulated and will be available soon.
- Once the questions are reviewed and approved, the survey will take approximately 2 weeks to complete.
- Nancy distributed categories of information to include in the survey.

B. Technical Report:

- H&W has technology report from Linda Miller (LMA Techwork) and is awaiting a report from the architects.

Next Meeting:

- Our next meeting is scheduled for Thursday, October 16 @ 6:30 P.M.

Adjournment: 7:12 P.M.