

Thomas Memorial Library Study Committee
Minutes of meeting: Thursday, October 16, 2008 @ 6:30 P.M.

In Attendance:

Nancy Marshall, *Chair*
Ed Nadeau, *Secretary*
Robert Chatfield, Penny Olsen and Nancy O'Sullivan
Norman R. Jordan
Jay Scherma, *Library Director*

Representing:

TML Board of Trustees
CE Historical Society
Thomas Memorial Library

Absent:

Pat Bredenberg and Evan Roth
Anne Swift-Kayatta

TML Board of Trustees
CE Town Council

Approve minutes:

- Meeting minutes of September 18, 2008 approved, with the following corrections:
In Attendance: add Penny Olsen
Approve minutes: change "June 19" to "July 17".
- TMLSC Minutes, September 18, 2008, Rev. A. Attached.

Old Business:

A. Telephone Survey:

- The telephone survey to be conducted by Critical Insights is in the final steps of planning phase.
- Himmel & Wilson and TMLSC comments have been gathered and will be conveyed to Critical Insights to be incorporated into the latest draft.
- **Motion:** Upon incorporation of changes and distribution to Study Committee via email, Chair is empowered to authorize commencement of phone survey by Critical Insights.

Result: Unanimously approved.

B. Needs Assessment update:

- Himmel & Wilson provided the "Preliminary Assessment of the TML" report in portable data file (.pdf) format and bound hardcopy.
- Excerpt from email by Bill Wilson, Oct 10, 2008:
"I just wanted to drop a note to mention something of which the committee/Board should be aware. We will be mining the focus groups and the peer comparisons for additional data related to what services they want and what may be appropriate for Cape Elizabeth as we move into the conceptual phase. The point of the first report is "the facility negatively affects the Library's ability to deliver high quality services to all resident of CE. Part 2 will begin to define what an better/improved facility might contain, how large it should be etc. The phone and web surveys will contribute to this effort as well."

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C. Peer Comparison Data:

- Included in Preliminary Needs Assessment (See Appendix C)

Other Business:

A. Visit another library:

- Damariscotta's Skidompha Library is willing to host a tour for us if there is sufficient interest.
- Jay will contact Library Director to determine available dates. Secretary will survey committee members for availability. We'll put the 2 together and schedule a tour date.

Next Meeting:

- Our next meeting is scheduled for Thursday, November 20 @ 6:30 P.M.

Adjournment: 7:25 P.M.