

Thomas Memorial Library Study Committee
"Special meeting"

Minutes of meeting: Monday, October 27, 2008 @ 5:00 P.M.

In Attendance:

Nancy Marshall, *Chair*
Ed Nadeau, *Secretary*
Pat Bredenberg, Robert Chatfield and Penny Olsen
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:

Nancy O'Sullivan and Evan Roth

TML Board of Trustees

Business:

A. Himmel & Wilson invoice:

Himmel & Wilson has submitted an invoice for the \$20,000 payment that is due upon completion of Phase 1. However, Phase 1 deliverables are not complete. The following is a letter of explanation, from Bill Wilson, for their request for full payment:

Dear Nancy and TML Study Committee Members,

This letter confirms our recognition that our initial report is missing some important information. Specifically, items cited in our proposal which states that the report would contain "Phased recommendations with cost estimates for improving library services, finances, materials development, staffing, etc., over the next ten years." The primary reason that the report doesn't contain this information is that an important information gathering effort (the telephone survey) was delayed. We recognize and appreciate the fact that the delay was due to efforts to ensure that the survey was as good and useful as it possibly could be.

Rather than delaying the release of the important information that was already available (the assessment of the existing structure, the technology report, the focus group results and the peer analysis), we concluded that preparing a report based on what we have found to date was warranted. A "Part II" of the report, containing the balance of the information expected will follow our receipt of the telephone survey results by approximately two weeks.

We would ask that you consider payment of our invoice based on three factors. First, we have completed a significant portion of the Phase I work and we have already incurred significant expenses that go well beyond the amount of our initiation fee. Our entire team has been on site at least once and several team members have been in Cape Elizabeth several times and for extended periods of time. Himmel & Wilson has already reimbursed our sub-contractors for their fees and expenses to date. Second, the delay of the survey has been beyond our control. Third, the lion's share of our fee and expenses will not be paid until the Study Committee and the Town are fully satisfied with all of the deliverables.

We appreciate your consideration of our request and look forward to having the information that we need to complete Phase I.

Sincerely, Bill Wilson

Thomas Memorial Library Study Committee
"Special meeting"

Minutes of meeting: Monday, October 27, 2008 @ 5:00 P.M.

A. Himmel & Wilson invoice: (continued)

- The merits of the arguments posed in the letter were discussed.
- **Motion:** In response to the H&W letter of October 22, approve 80% of the requested amount (\$16,000) for payment now, with the balance (\$4,000) to be paid upon completion of Phase 1 deliverables.

Result: 6 in favor, 1 opposed. Motion carried.

B. Web Survey:

- The web survey has been finalized. The link is available on the TML web site.
- Jay will explore the possibility of a mass distribution email to TML patrons, with the town technician.
- The committee is encouraged to send the link to friends and family that are Cape residents.

C. Visit Skidompha library:

- Damariscotta's Skidompha Library is willing to host a tour for us. Jay will work with 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: 5:40 P.M.