

# Thomas Memorial Library Study Committee

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

## In Attendance:

Nancy Marshall, *Chair*  
Ed Nadeau, *Secretary*  
Pat Bredenberg, 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:

Robert Chatfield and Evan Roth

TML Board of Trustees

## Approve minutes:

- Meeting minutes of October 16, 2008 approved.
- Meeting minutes of Special Meeting October 27, approved with the following correction:  
In Attendance: add "Penny Olsen"
- TMLSC Special Meeting Minutes, October 27, 2008, Rev. A. Attached.

## Old Business:

### A. Web Survey Preliminary Report:

- Himmel & Wilson's preliminary report for Phase 1, dated November 11, 2008 is available.
- The survey will remain available on the TML website until December 2nd. There is an article in the November 22nd edition of the Cape Courier encouraging participation.
- Thus far there has been a good response, including a lot of interesting comments.

### B. Telephone Survey:

- The telephone survey has been completed by Critical Insights, and the report has been distributed. Please review and send any question or comment to Nancy Marshall.
- MaryEllen Fitzgerald has offered to do a presentation of the findings. The presentation will be scheduled for January. Invited to attend: Study Committee, TML Foundation Board, Town Council, Town Manager, Town Department Heads (see list of Visioning Session invitees).
- Himmel & Wilson will include the Survey findings as part of the Phase 1 Final Report.

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## C. Town Council Amendment to Study Committee Charge:

- The Town Manager has informed use that at their Nov. 10<sup>th</sup> meeting, the Town Council took the following action:  
The Thomas Memorial Library Study Committee charge was amended to allow trustees whose terms are expiring on the TML Board of Trustees to continue on the library study committee until the committee completes its work. Jay is to follow up on this and a copy of this update is being provided to Nancy Marshall.
- This means that Penny and Evan will be able to remain on the committee if they so wish.

## D. Tour Damariscotta's Skidompha Library:

- On November 18<sup>th</sup>, Nancy Marshall, Jay Scherma, Norm Jordan, Anne Swift-Kayatta, and Ed Nadeau toured the Skidompha Library.
- This group shared their observations and comments on the visit, including but not limited to: Children's room, children's book storage, scope and duties of large corps of volunteers, aesthetics of building, architectural details, flooring selections, quilt display in atrium, open mezzanine pros and cons, versatility of floor space, windows and natural light, collection size 30,000 volumes, 12,000 Sq. Ft of space.

## Other Business:

### A. H&W contract administration:

- The following is an excerpt from an email from Jay Scherma:  
*"The Town Manager has called to my attention, that the charge to the TML Study Committee does not authorize the study committee to independently communicate with Himmel and Wilson regarding contractual issues such as the payment of invoices.*  
*Having signed the June 23rd contract with Himmel and Wilson on behalf of the Town of Cape Elizabeth, all formal actions and communications regarding the contract and the fulfillment of the obligations and commitments by the Town and by the consultants remain Mr. McGovern's responsibility. So, he hopes the committee members understand that they do not need to burden themselves with these matters. I am sure you'll agree this is a great relief.*  
*Michael is very happy to hear of any concerns or praise the committee may have for the work of Himmel and Wilson. If the committee has any concerns, he would be happy to meet with you."*  
*In the future, I will be forwarding to Michael any invoices from H&W as well as any questions or concerns that I may have. I will also request that Bill forward any contractual questions directly to the Manager.*
- The Town Manager is correct. Several members expressed dismay that we did not pick up on this earlier, and we regret the oversight.

## Next Meeting:

- Our next meeting is scheduled for Thursday, December 18 @ 6:30 P.M.

**Adjournment:** 7:16 P.M.