

Thomas Memorial Library Study Committee
Minutes of meeting: Thursday, January 15, 2009 @ 6:30 P.M.

In Attendance:

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

Representing:

TML Board of Trustees
Former TML Trustee
CE Historical Society
Thomas Memorial Library

Absent:

Pat Bredenberg and Robert Chatfield
Anne Swift-Kayatta

TML Board of Trustees
CE Town Council

Agenda:

1. Welcome new members:

- Virginia Cantara and Jessica Sullivan have been appointed to the Board by the Town Council, effective January 1, 2009.
- The Chair welcomed them to the board, and each board member presented a brief introduction and profile of themselves.

2. Approval of Meeting Minutes:

Motion: Accept minutes of the December 18, 2008 meeting.
Result: Unanimously approved

3. Telephone Survey Presentation:

- Scheduled for January 20, 2009 @ 7:00
- The secretary reported that responses to our invitation have been slow, with few indicating that they are available to attend.
- The TMLF Chair & TMLSC Chair will review responses on Monday and make a determination if the presentation will go on.

4. Himmel & Wilson Phase I and II update:

- "TML Needs Assessment Report, Phase I, dated January 13, 2009" produced by Himmel & Wilson has been distributed to the Study Committee and Town Manager.
- Upon reviewing the report, Jay Scherma prepared and sent the following email to Bill Wilson expressing concerns:

I have some questions and am going to need some help understanding some of your analysis around the staffing and materials issues. When I look at data elements like FTE "Librarians," Cape doesn't seem to be that divergent (until one assumes an optimal 1:2 ratio between FTE "Librarians and Total Staff"); I also am not sure of the role of the "extra" 216 hours a year that we are open and I need to be clear if you are using the term "professional" to mean MLS or FTE with a title (e.g. Joyce who holds a

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BA but has the historic title Reference Librarian. Also, I need help seeing where the materials shortfall lies...

I have always sort of assumed that our personnel costs were high because 1)we had to supervise 5 levels, 2)our staff had longevity (read more vacation and hence more sub time.) and 3)we had extra hours each year. (I was also aware that those members of my staff who had titles benefited when the town conducted its last salary survey.)

I also am confused about how higher materials expenses would be best used. It seems to me that it is the AV side of things that is really impacting circulation (not print) but I could be wrong. I'd be happy to share the spreadsheet I have used for many years to generate a book budget. AV has always been more uncertain.

Anyway, I would welcome guidance on budget priorities and strategies in "regularizing" staffing costs as we go forward.

*Jay Scherma, Director
Thomas Memorial Library*

- Bill Wilson is planning to respond to Jay's concerns this weekend.
- Other than these concerns and Phase I report being "light on financial data", it is the committee's opinion that Himmel & Wilson are well positioned to proceed to Phase II.
- Bill will be making a site visit on January 28, 2009. He will meet with Jay from 1-3 PM, and the entire committee is invited to meet with Bill from 3:30 – 5:00 to discuss any remaining questions and concerns regarding the Phase I report.

5. Value of Library Services:

- Jay Scherma prepared a table (attachment A) using a Maine State Library worksheet to calculate the value of the services provide to patrons by the Thomas Memorial Library during 2008. The key result are striking:

Total Value of Services	\$4,852,852.50
Total Municipal Operating Costs FY08	\$525,837.50
Yield in Services for every municipal \$1 spent.	\$9.23

6. Other Business:

A. Study Committee Contact information:

- The Secretary has prepared a DRAFT worksheet (attachment B) with current member contact information. Please review and provide additions or corrections as necessary.

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6. Other Business: (Continued)

B. Boards and Commissions Orientation (from CE web site):

Date: Thursday January 22, 2009

Time: 7:00 pm

Place: Town Hall chamber, 320 Ocean House Road

Agenda: 7:00 p.m. Welcome
The workshop will begin at 7:00 p.m.

Introductions

Discussion Points

- Overview of 2010 Budget – Town Council, Finance Committee
- Town Council Ordinance Committee – Pending Issues
- Right to Know Law – Conflicts of Interest
- Public Access to Citizen Correspondence
- Board and Commission Reports

8:30 p.m. Closing Comments

Contact: Debra Lane, Assistant Town Manager

E-mail: debra.lane@capeelizabeth.org

Phone: 207-799-7665

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- Study Committee members are urged to attend, especially new members.
 - Nancy Marshall will deliver a brief presentation of the role of our committee and current status of our progress.

7. Next Meeting:

- Our next meeting is scheduled for Thursday, February 19, 2009 @ 6:30 P.M.

8. Adjournment: 7:48 P.M.