TOWN OF CAPE ELIZABETH
MEETING MINUTES
APPROVED

MEETING: Thomas Memorial Library Committee
DATE: October 23, 2025
TIME: 6:30 - 8:30 p.m.
PLACE: TML Conference Room

1. Call to Order: Tim called the meeting to order at 6:34 pm
2. Roll Call
    a. Present: Tim Blackstone, Patience Maloney, Liz Elliott, Griff Gilbert, Reed Dyer, Tim Hebda
    b. Absent: Scott Mazuzan
3. Public Comment (15 minutes): none
4. Approval of Minutes from the July 10, 2025 meeting: Reed suggested removing the Robert's Rules bullet point (discussion) between the second motion and the vote as it makes it seem that no discussion took place, when in fact the discussion precedes the motion.
    a. Liz made a motion to approve the minutes with Reed's suggestion incorporated
    b. Seconded by Reed
    c. Vote: unanimous approval
5. TML Foundation update: Tim Hebda reported on the last TMLF meeting, discussing the annual fundraising campaign
    a. Committee members brainstormed ways to help spread the word about TMLF funding of library programs, which included library staff acknowledging TMLF when introducing a program, and including a notice in the Cape Courier above the program listings acknowledging TMLF support
6. Policy Review
    a. Computer and Internet Use Policy: The Committee reviewed proposed updates to the Updated Computer Use and Internet Policy, and Rachel updated the document with suggested wording changes during the meeting
        i. Tim Hebda made a motion to recommend adoption of the updated policy by the Town Council
        ii. Seconded by Tim Blackstone
        iii. Vote: unanimously approved
    b. General Use Policy: The Committee reviewed proposed updates to the policy to incorporate the guidelines regarding the new teen area, and to make language more clear with regard to prohibited behaviors; Rachel made minor adjustments to language in the policy during the meeting.

    i. Reed made a motion to recommend adoption of the updated policy by the Town Council
    ii. Seconded by Griff
    iii. Vote: unanimously approved
7. Guidelines for Donations and Monetary Gifts: The Committee reviewed the guidelines for donations and monetary gifts to be published on the library's website, recommending minor wording changes.
8. Director's Report: As presented (attached.)
9. Meeting Schedule: Since many library policies developed in 2020 are due for review or updates, the Committee discussed changing the frequency of meetings to accommodate this work. It was decided that the Committee would plan to meet every other month, with the next meeting taking place on Thursday, December 11 at 6:30 p.m.
10. New Business: none
11. Public Comment (15 minutes): none
12. Adjournment:
    a. Patience made a motion to adjourn
    b. Seconded by Liz
    c. Vote: Unanimously approved.
    d. Meeting adjourned at 8:08 p.m.

Minutes respectfully submitted by Rachel Davis, 11/3/25