

TOWN OF CAPE ELIZABETH
MEETING MINUTES
APPROVED

MEETING: Thomas Memorial Library Committee

DATE: December 11, 2025

TIME: 6:30 - 8:30 p.m.

PLACE: TML Conference Room

1. Call to Order: Tim called the meeting to order at 6:36 pm
2. Roll Call
 - a. Present: Tim Blackstone, Patience Maloney, Liz Elliott, Griff Gilbert, Reed Dyer, Tim Hebda; Rachel Davis, Library Director
 - b. Absent: Scott Mazuzan
3. Public Comment (15 minutes): Sara Kitchen, incoming Committee Member, introduced herself as our newest appointed member, beginning her term in 2026.
4. Approval of Minutes from the October 23, 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. Reed made a motion to approve the minutes with his suggestion above incorporated
 - b. Seconded by Tim Hebda
 - c. Vote: unanimous approval
5. TML Foundation update: Tim Hebda reported on the last TMLF meeting, highlighting the annual fundraising campaign, and TMLF's new social media accounts
6. Policy Review
 - a. Food and Beverage Policy: The Committee reviewed minor updates to the Food and Beverage Policy as part of its scheduled renewal
 - i. Griff made a motion to recommend adoption of the updated policy by the Town Council
 - ii. Seconded by Tim Blackstone
 - iii. Vote: unanimously approved
7. New Initiative & Policy: Summer Reading Program Community Spotlight
 - a. Rachel introduced the idea of implementing a program in which a selected nonprofit organization would be highlighted and promoted as part of the library's annual Build a Better World summer reading program. The Committee discussed the parameters and selection process, and refined some of the wording of the policy and application process to make it more clear and better defined.
 - i. Motion 1
 1. Griff made a motion to implement an initiative that highlights a specific Maine 501(c)(3) to promote as part of the TML Annual

- Summer Reading Program via an application and selection process
 2. Seconded by Tim Hebda
 3. Vote: Unanimously approved
- ii. Motion 2
 1. Patience made a motion to approve the TML Annual Summer Reading Program Community Spotlight Selection Policy as the initial guiding policy for the Summer Reading Program Community Spotlight initiative
 2. Seconded by Tim Hebda
 3. Vote: Unanimously approved
8. Director's Report: As submitted
9. Orange Bike Brewing potential partnership (see attached article): Rachel reported that she had been in touch with Tom Ruff, owner of Orange Bike Brewing, about developing a similar partnership to those described in the American Libraries article, and that staff have been invited to the brewery on January 16, 2026 to brainstorm ideas
10. Appreciation for departing member Patience Maloney: Committee members thanked Patience for her time on the Committee and her work on the Strategic Plan
11. New Business: None
12. Public Comment (15 minutes): None
13. Adjournment: The meeting adjourned at 8:16 pm

Minutes respectfully submitted by Rachel Davis, 12/17/25