TML Committee Meeting Minutes
Thursday, January 25, 2024
6:30 p.m.
APPROVED

Present: : Tim Blackstone, Reed Dyer, Elizabeth Elliott, Griff Gilbert, Tim Hebda, Sara Hoffman, Patience Maloney Rachel Davis (Director, Thomas Memorial Library, Committee Secretary)

Absent: none

Welcome and Call the Meeting to Order: Rachel called to order at 6:32 p.m.

1. Acceptance of minutes from the June 15 meeting: Tim Blackstone made a motion to accept the minutes; seconded by Liz; unanimously approved.
2. Citizen's Opportunity for Discussion: none
3. Welcome New Committee Members: with the addition of Reed Dyer and Griff Gilbert as the two new committee members, each member introduced themselves by discussing their background and what brought them to want to serve on the Committee.
4. Election of the New Chair: Sarah nominated Tim Blackstone to be the new Chair; seconded by Tim Hebda; discussion: Rachel explained the duties of the Chair, and Tim agreed to serve; vote: unanimous approval. Tim Blackstone is the new Committee Chair.
5. Approval of Minutes from December 7, 2023 meeting: Tim Hebda made a motion to approve the minutes as written; seconded by Tim Blackstone; discussion: Liz asked about the report from our previous strategic planning consultant, which was mentioned in the minutes; the report was included with the current meeting materials. Vote: minutes unanimously approved.
6. Review of FOAA Guidelines: Rachel reviewed the guidelines for the benefit of new Committee members, specifically outlining the necessity of all Committee business to be discussed publicly, and publicly noticed beforehand.
7. Director's Quarterly Reports: The Committee discussed the kinds of information and the frequency of reports that they would like to see from the Library Director. It was suggested that the type of information presented at the last meeting for an entire year was useful, not only for the Committee, but as a public document as a means of sharing what the library does and how it is used. It was suggested that a report of this nature would be useful twice a year; monthly statistical reports were less useful. It was also suggested that the information be compiled into a shareable annual report for the public and the Town Council. The role of the Committee in advising the Director was discussed, and it was agreed that the Director should use the Committee as representatives of the public, to give feedback and advice on proposed new services, programs, and issues facing the library.
8. New Proposed Policy: Social Media: The need for a social media policy was discussed; Rachel shared that a draft policy based on the ALA Guidelines was sent to the Town Attorney for comment; the Committee discussed the ALA Guidelines, noting that the treatment of social media pages as open forums would necessitate allowing comments, which may be counterproductive for the library. It was agreed that the library might want to wait until the role of social media is defined as part of the library's strategic plan

before putting a full policy in place. In the interim, the library may want to put simple guidelines in place, or a stop-gap policy, as well as a statement about protected speech.

9. Program Proposal: Partnership with OUT Maine on a teen/parent event: The Committee expressed support for the proposed program; Rachel had asked for the Committee's feedback and endorsement should the program draw any protests, which would likely come from outside of Cape Elizabeth.
10. Strategic Planning: The Committee discussed the stalled process of strategic planning, and Rachel reported that she had scheduled a meeting with consultant Will Plumley to discuss his possible involvement in the process. Committee members felt it would be beneficial to meet more regularly and focus the majority of each meeting in the coming year on the strategic plan. Reed made a motion to meet again on February 15 once Rachel has had her meeting with Will Plumley; seconded by Tim; unanimously approved.
11. TML Foundation Update: Rachel reported the Foundation Board's desire to reconnect with the TML Committee; Tyler Patterson, TMLF's President, had requested that Rachel let him know who the new chair of the Committee is so that he can reach out; Rachel will let Tyler know Tim Blackstone is the new Chair.
12. New Business: Rachel asked for the Committee's feedback about two projects the library is considering: adding a hot beverage station to the upper floor of the library, and developing a social event for seniors in the early summer. The Committee offered positive feedback for both ideas, but suggested asking some regular seniors about their interest in the event, and also wondered whether the hot beverage station could be an attractive nuisance for children after school; the idea of limiting beverage choices to tea and coffee might alleviate that issue. Rachel also asked the Committee's opinion on the library subscribing to a Library Speaker's Bureau, which provides live virtual events with well-known authors; the Committee was favorable and thought that people would appreciate the opportunity to attend these virtual events.
13. Public Comment (15 minutes)
14. Next Meeting: Thursday, February 15 at 6:30 p.m. in the library's Conference Room
15. Adjournment: Tim Blackstone made a motion to adjourn; seconded by Liz, unanimously approved. Meeting adjourned at 8:44 p.m.

Minutes respectfully submitted by Rachel Davis, 2/8/24