

TOWN OF CAPE ELIZABETH
MEETING MINUTES

MEETING: Thomas Memorial Library Committee

DATE: Thursday, October 10, 2024

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

PLACE: TML Conference Room

1. Call to Order: Tim Blackstone called the meeting to order at 6:34 pm
2. Roll Call
 - a. Present: Tim Blackstone, Tim Hebda, Patience Maloney, Liz Elliott, Reed Dyer, Griff Gilbert
 - b. Absent: Sara Hoffman
3. Public Comment (15 minutes): None
4. Approval of Minutes from September 12, 2024 meeting
 - a. Tim Hebda made a motion to approve the minutes
 - b. Seconded by Patience
 - c. Discussion: none
 - d. Unanimously approved
5. Memo regarding proposed basketball court: The committee prepared and edited a memo regarding the planning process for the basketball court during the meeting (attached.)
 - a. Reed made a motion to approve the memo and instruct Rachel to deliver it to the new Town Manager
 - b. Seconded by Tim Hebda
 - c. Discussion: The goals of the memo were discussed, with the intent being to ensure that concerns about how the proposed location might adversely affect use and enjoyment of the library, as well as the success of the basketball court project itself, are brought to light and considered as the planning process moves forward.
 - d. Unanimously approved.
6. Library Annual Report for FY2024: Rachel is preparing a report for the previous fiscal year, and asked for input from the Committee on what kinds of data would be most useful to include. Committee members mentioned:
 - a. Budget overview: where is the money going?
 - b. Staffing overview
 - c. Number of active patrons
 - d. New library cards each month
 - e. Use of digital resources, and how much is spent on each type of resource
 - f. The most popular event
 - g. The most popular books

7. Strategic Planning Working Group update: Rachel, Patience, and Liz updated the rest of the Committee on the Community Conversation and initial strategic planning meeting
 - a. Action item: Rachel will send the survey summary document and graphs to the Committee
8. Draft Workplace Lactation Policy (Rachel): The committee reviewed and edited the draft Workplace Lactation Policy, which is based on a template provided by the Maine Breastfeeding Coalition (see redlined draft and finalized policy)
 - a. Reed made a motion to approved the policy as edited, and recommend adoption by the Town Council
 - b. Seconded by Liz
 - c. Discussion: none
 - d. Unanimously approved
9. New Business: None
10. Public Comment (15 minutes): None
11. Adjournment
 - a. Liz made a motion to adjourn
 - b. Seconded by Tim Blackstone
 - c. Discussion: none
 - d. Unanimously approved
 - e. Meeting adjourned at 8:17 p.m.

Minutes respectfully submitted by Rachel Davis, 10/30/24