

**TOWN OF CAPE ELIZABETH
MEETING AGENDA**

MEETING: Thomas Memorial Library Committee

DATE: Thursday, October 27, 2022

TIME: 6:30 p.m.

PLACE: TML Conference Room

Agenda

1. Call to Order
2. Roll Call
3. Public Comment (15 minutes)
4. Approval of Minutes from September 22, 2022 meeting
5. Reports and Correspondence
6. Proposed change in meeting schedule
7. Strategic Planning Working Group:
 - a. Which Committee member(s) will be part of this group?
8. Recent changes to Meeting Room booking procedure, which require further updates to the Meeting Room Policy (see Meeting Room Protocol--redlined 10-2022)
 - a. Questions to consider:
 - i. Must all meetings booked by outside groups be open to the public?
 - ii. How should we define who is eligible to book library meeting spaces?
Residents only?
9. New Business
10. Public Comment (15 minutes)
11. Next Meeting
12. Adjournment

Public Participation Guidelines

The intent of this policy is to allow for public participation by interested parties and to provide for orderly committee deliberation.

Speaking on topics on the regular meeting agenda

After the public comment period has been opened, any person wishing to address the TML Committee shall signify a desire to speak by raising their hand. When recognized by the chair, the speaker shall give their name and address or name and local affiliation, if the affiliation is relevant, prior to making other comments. All remarks should be addressed to the TML Committee. Comments shall be limited to three minutes per person; however, the time may be extended by majority vote of the Committee members present. The time for public comments is limited to 15 minutes per agenda item. This time may be extended by a majority vote of the TML Committee members present. The chair may decline to recognize any person who has already spoken on the same agenda item and may call on speakers in a manner so

as to balance debate. Once the Committee has begun its deliberations on an item, no person shall be permitted to address the Committee on such item.

Speaking on topics not on the regular TML Committee meeting agenda

Persons wishing to address the TML Committee on an issue or concern local in nature, not appearing on the agenda, may do so at a regular Committee meeting during any public comment period. Any person wishing to address the TML Committee shall signify a desire to speak by raising their hand. When recognized by the chair, the speaker shall give their name and address or name and local affiliation. Comments in each comment period shall be limited to three minutes per person and 15 minutes total; however, the time may be extended by a majority vote of the Committee members present.

Decorum

Persons present at TML Committee meetings shall not applaud or otherwise express approval or disapproval of any statements made or actions taken at such meetings. Persons at TML Committee meetings may only address the Committee after being recognized by the chair.