

TML Committee Meeting Minutes

Thursday, April 29, 2021

6:30 p.m.

DRAFT

As a result of the COVID-19 virus, the TML Committee conducted the meeting via Zoom remote access as provided by Maine law. Zoom allowed all TML Committee members and members of the public to hear all discussion as required by law.

Present: : Jason O'Brien, Kathleen Kent, John DiPalazzo, Timothy Blackstone, Megan Cotter, Rachel Davis (Director, Thomas Memorial Library, Committee Secretary)

Absent: Becky Fernald, Sara Hirshon

1. Welcome and Call the Meeting to Order: Jason called to order at 6:33 p.m.
2. Acceptance of minutes from the March 25 meeting: Megan made a motion to accept the minutes as written; seconded by Tim; unanimously approved.
3. Citizen's Opportunity for Discussion of Items Not on the Agenda: none
4. Library Director's Report: as submitted
5. Policy Discussion: The Committee discussed the new Safe Child and Vulnerable Adults Policy.
 - a. Megan made a motion to recommend this policy, as well as the three policies reviewed and revised at the March meeting, for approval by the Town Council:
 - i. The Safe Child and Vulnerable Adults Policy
 - ii. The General Use Policy
 - iii. The Food & Beverage Policy
 - iv. The Computer and Internet Use Policy
 - b. Motion seconded by Kathleen
 - c. Unanimously approved
6. Other Business
 - a. Withdrawal from the Maine Shared Collections Cooperative: Rachel presented the history of this initiative, which had been presented to libraries as an effort to preserve local history collections. In practice, the initiative has resulted in the library being obligated to retain books that are no longer of interest to the local community or the greater library community within the state. The agreement was entered into in January of 2019, and the library's term according to the MOU was three years. Rachel recommended withdrawal from the agreement when the term is up in January of 2022, or soon if possible, as

the agreement is hampering the library's ability to maintain and vibrant and useful collection of materials.

- i. John made a motion to approve the withdrawal of the library from the MSCC as soon as possible; seconded by Kathleen, unanimously approved.
 - b. Rachel reported that she has requested a proposal from a Maine company called Trasformit to create a canopy to provide some shade to allow for more substantial use of the library's outdoor spaces for programming and general enjoyment.
7. Citizen's Opportunity for Discussion of Items Not on the Agenda: none
8. Adjourn: Megan made a motion to adjourn the meeting; seconded by Tim; unanimously approved. Meeting adjourned at 7:26 p.m.

Minutes respectfully submitted by Rachel Davis, 5/3/21

TML Committee
Library Director's Report
April 2021

Statistics for Physical Library Materials for March 2021*

- Total number of curbside appointments: 1,399
 - Last month: 1,290
- Total circulation: 4,117
 - Last month: 3,420
- Number of "Library to Go" book bundle requests: 136
 - Last month: 93

Statistics for Digital Services

1. **Kanopy Streaming Service**, current month, plus comparisons

- March, 2021:
 - Number of patrons using the service: 42
 - Number of plays: 319
 - Number of minutes viewed: 10,521
 - Monthly cost: \$299.00, or \$7.11/user
 - February, 2021:
 - Number of patrons using the service: 51
 - Number of plays: 255
 - Number of minutes viewed: 8,949
 - Monthly cost: \$313.00, or \$6.38/user
2. Tumblebooks Library (K -12 ebooks)
- Number of book views for March, 2021: 12
 - Number of book views for February, 2021: 79

3. Cloud Library ebooks & eaudiobooks, January - March 24, 2021

Patron Usage

Date	Active Patrons	New Patron Count	Checkouts eBooks	Checkouts Audiobooks	Checkouts Total	Holds eBooks	Holds Audiobooks	Holds Total
Mar '21	197	11	217	322	539	108	175	283
Feb '21	192	13	209	283	492	170	182	352

Collection Usage

Category	% of Collection
ADULT FICTION	53.28
ADULT NONFICTION	29.40
JUVENILE FICTION	5.25
JUVENILE NONFICTION	0.52
YOUNG ADULT FICTION	10.76
YOUNG ADULT NONFICTION	0.79

Program Statistics

- Number of virtual programs: 45
 - February: 41
- Total attendees: 721
 - February: 703
- Take and Make Craft Kits: 45
 - February: 45
- Art Adventures Craft Kits: 40
 - February: 40

Reopening Update

Continuing with our timeline, here are updates regarding our decision-making factors

- Filling open positions:
 - 5/10/21: Town Council votes on the budget
 - 5/11/21: Interviews for Access Services Librarian and two Family Engagement Assistants will be completed
 - 5/14/21: Assuming the budget is approved as submitted, chosen candidates will be offered positions, encouraged to start as soon as possible
 - 5/24 - 5/28/21: We hope new employees will be will be onboarded
 - 5/28/21: Proposed in-service training day for all staff prior to opening

- CDC guidelines: Guidelines for Public and Community Buildings have not changed; currently 5 people per 1,000 square feet of public usable space.
- Assuming the CDC guidelines have not changed, we will remove seating and computers: All furniture items to be moved have been flagged and are scheduled to be removed by facilities into the Community Room
- Vaccination status of staff and general public: All staff should have been vaccinated and passed the two week period after the second vaccination by 5/24/21
- 6/1/21: Target opening date depending on CDC guidelines at the time