

# Thomas Memorial Library Board of Trustees

Minutes of meeting: Thursday, February 23, 2006 @ 7:00 P.M.

## In Attendance:

Ed Nadeau, *Secretary*

Pat Bredenberg, Penny Olsen, Evan Roth, and Deborah Tillman Stone, *Trustees*

Jay Scherma, *Library Director*

## Absent:

Bob Stier, *Chair* (away on business) and Nancy Marshall (vacation)

**Approval of Meeting Minutes:** Minutes of the January 26 meeting were reviewed and accepted as is.

**Library Director's Report (January 2005):** No questions or comments

## Old Business:

- **20th Anniversary Celebration (Sat., April 8<sup>th</sup>) : Ed, Deb, Nancy & Jay**
  - Portland Design Team is willing to participate. Details to be determined.
  - We have been unable to get our committee together for a variety of reasons. Secretary will schedule a meeting for the week of March 6<sup>th</sup>.
  - We cancelled the Sparks Arcs performance, originally scheduled for Feb 11, at a cost of \$50 (cancellation charge).
  - Bob planned to meet with Tim Spaulding, founder of Library Thing, to discuss his possible participation in our 20th Anniversary Celebration. Secretary will contact Bob to determine the status, or outcome, of the meeting.
- **Healthy Aging: Pat & Penny**
  - Penny met with the Manager of Hannaford to determine if they would be willing to provide food and beverages for the 4 sessions planned. He will consider the request once he receives it on TML letter head.
  - Penny provided the Secretary with content of the aforementioned letter. Ed will produce and return the letter to Penny for delivery or mailing.
- **Boards & Commissions Orientation, January 30: Ed**
  - The format was different this year. Each Board gave a brief talk describing what their role is, accomplishments of the past year and vision for the upcoming year. Ed Spoke on behalf of the TMLBoT.
  - Those that did not attend can obtain the information packet by contacting Debbie Lane.

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## Old Business: continued

- **Facilities Subcommittee: Evan, Deb, Jay, Ed**
  - Jay will provide the various documents and worksheets to committee members. He will also attempt to obtain relevant documents from Portland Public Library and distribute.

## New Business:

- **Election of Officers for 2006:**
  - Nominated at January meeting:  
Chair, Bob Stier  
Secretary, Ed Nadeau
  - Nominations from the floor: none  
Motion: To approve the slate in its entirety.  
Result: Unanimously approved
- **Column in Cape Courier: Evan**
  - Evan proposed that we create a "Library related column" in the Courier. With articles that are intended to pitch the collection we have, for example, point out how a newly acquired book on a certain topic connects to other books already in the collection.
  - Evan will contact the Cape Courier, and draft an example for the board to review at our next meeting.
- **TML Policy Review:**
  - Building use policy: The staff has produced an edited version of this policy. TMLBoT will review it as "the eyes of the town" at our next meeting.
  - Circulation policy: The staff will review this policy next. It may or may not be available for our next meeting.
- **Meeting attendance:**
  - Our meeting of February 16 was rescheduled to this evening (Feb. 23) due the lack of a quorum. Though each absentee made contact with someone, it is necessary to clarify who to contact and when.
  - We discussed and agreed upon the following notification plan:
    - If members know in advance that they are unable to attend a meeting: **email** the Secretary and Library Director no later than the day before the meeting.
    - If circumstances arise the day of the meeting: a **phone call** to the Secretary and Library Director is the best way to ensure that we get the word in time to determine if we have a quorum.

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### **Parked items:**

- **Space needs:** Jay will recirculate data.
- **One Book One Community:** Jay contact South Portland to determine willingness to partner on a program.

**Next Meeting:** is schedule for Thursday, March 16, 2006, @ 7:00 P.M.

**Adjournment:** 8:02 P.M.