

Thomas Memorial Library Board of Trustees

Minutes of meeting: Thursday, October 18, 2007 @ 7:00 P.M.

In Attendance:

Evan Roth, Chair

Ed Nadeau, *Secretary*

Pat Bredenberg, Nancy Marshall, Penny Olsen, Nancy O'Sullivan, and

Deborah Tillman Stone *Trustees*

Jay Scherma, *Library Director*

Approval of Meeting Minutes: Minutes of the September 20th were reviewed.

Motion: Revise "Concept study for future library expansion, Paragraph 1):

From: ...willingness of the TML Foundation to fund the planning process.

To: ...willingness of the TML Foundation to provide funding for the planning process.

Result: Proposed revision is unanimously approved.

Library Director's Report (September 2007):

Jay was asked to elaborate on the following:

The interlibrary loan data quarterly graph exhibits a plateau during the January – March period. Jay explained that the state computer system allocation methodology has been modified to more equitably balance the load on participating libraries.

Old Business:

o Concept study for TML:

• Library Planning Workshop, summary:

The one day workshop "Aaron Cohen Associates, Planning Workshop" (copy of handout, available upon request) held in Sturbridge Massachusetts, on October 13, was attended by Evan Roth, Ed Nadeau, Nancy O'Sullivan and Jay Scherma.

Evan's notes were distributed and reviewed (copy attached). It is the consensus of the attendees that it was timely and worthwhile. The presenters offered a wealth of experiences, including but not limited to: baseline measurements, potential pitfalls, advances in technology, etc. Most importantly, the library of the future must be "flexible" in its allocation and use of space. It must be able to "morph" to accommodate changing community needs and advances in technology.

Evan drafted a letter of appreciation to the TML Foundation for funding our attendance at this valuable workshop (copy attached).

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Old Business: (continued)

A. Concept study for TML: (continued)

- Composition of the Study Committee:

After a discussion of the amount of time and effort involved in this phase of this project, voting board members were poled to determine their availability to actively participate as members of the study committee:

Available: Penny Olsen, Nancy Marshall, Nancy O'Sullivan, and Ed Nadeau

Not available: Evan Roth, Pat Bredenberg, and Deb Tillman Stone

Motion: The TMLBoT Secretary to draft a letter to the Town Council to: Form a TML Building Study Committee, and invite the following to actively participate:

4 members of the TMLBoT

The TML Library Director

1 member of the Town Council

1 member of the TML Foundation

1 member of the Historical Society

It is anticipated the study committee will function for approximately 1 year and require several hours a week of active participation by each member

Result: Unanimously approved

- Research consulting services:

We have begun the process of identifying potential Library Consultants:

Ed has performed a web search of Library Consultants, Jay has done some networking at the NELA conference and with local library directors. We will continue to gather information on qualified resources.

Jay will review town procurement guidelines to ensure we are in compliance.

- Participation of TML Foundation:

Nancy Marshall, TMLBoT rep to TMLF, Deb Tillman Stone, and Jay Scherma were in attendance at the TMLF meeting on October 4. They reported that the foundation is very supportive of the concept study. They are willing to provide some funding and presume that their contribution will be matched to some degree. Once a Study Committee is formed, a project proposal can be prepared and submitted to TMLF for consideration.

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Old Business: (continued)

- B. Children's Program attendance by fiscal year data was included with the August Directors report. It is recommended that we evaluate this data. Jay & Ed will get together to discuss graphing options. Tabled until November meeting.
- C. TMLBoT priorities & continuation of Brainstorming discussion items: Time commitment & Improvement to customer's overall library experience will be superseded by the study committee needs analysis, therefore has been tabled indefinitely.

New Business:

Parked items:

- TML Policy Review committee (Circulation Policy)
- Recycling receptacle at library

Meetings:

- Our next meeting is scheduled for Thursday, November 15, @ 7:00 P.M.

Adjournment: 8:21 P.M.