

# Thomas Memorial Library Board of Trustees

Minutes of meeting: Thursday, December 20, 2007 @ 7:00 P.M.

## In Attendance:

Evan Roth, Chair  
Ed Nadeau, *Secretary*  
Nancy Marshall and Nancy O'Sullivan *Trustees*  
Rachel Davis, in place of Jay Scherma, *Library Director*

**Absent:** Pat Bredenberg, Penny Olsen, Deborah Tillman Stone and Jay Scherma

**Approval of Meeting Minutes:** Minutes of the November 15<sup>th</sup> were reviewed and accepted as is.

**Library Director's Report (November 2007):** No comments.

## Old Business:

### A. TML Study Committee (TMLSC):

The secretary was instructed to schedule the initial meeting of the TMLSC. January 10<sup>th</sup> or 17<sup>th</sup> at 6:30 have been proposed. The secretary will contact all members to determine availability.

The agenda will include:

- o Review the committee's mission
- o Determine committee structure (i.e. officers, meeting frequency, time,....)

### B. TML Study Committee (TMLSC) appointees:

In addition to the TML Board of Trustees, the following individuals have been appointed to the TMLSC as requested by the Town Council:

Town Council	Anne Swift-Kayatta 14 Stone Bridge Road 767-5754 email: aeskay@maine.rr.com
TML Foundation	Ellie Vuilleumier 11 Chambers Road 775-6148, x3235 (w), 799-0621 (h)
CE Historical Preservation Society	Norman R. Jordan 359 Ocean House Road 799-5392 email: njordan1@maine.rr.com

### C. Children's program attendance data:

- Jay & Rachel reviewed the data. They have no additional observation to report

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### Old Business: (continued)

#### D. TML Policy Review committee (Circulation Policy):

- The committee has produced a DRAFT Circulation Policy for consideration by the Board. Highlights of the changes and issues considered include, but not limited to:
  - Minimum age changed for 6 to 5 years old
  - Distinction between child and adult patrons
  - Standardization of fine structure
  - Resident / non-residency
  - Parent / guardian signature: requirements & responsibilities
  - Patron library card is a bearer instrument
  - Confidentiality
  - Circulation standards, 2 weeks v. 3 weeks
  - Borrowing limits
  - Renewal available on line
  - Replacement fee structure
  - Reserves
  - "Claims Returned" limit
  - Interlibrary loan clarification due to evolution of Minerva System
- The Service Policy will be reviewed upon completion of the Circulation Policy.

### New Business:

A. "Delay Brain Aging" websites, tabled until January meeting.

B. TML Foundation (TMLF) representatives for 2008:

Deborah Tillman Stone's TMLBoT term has expired. We thank her for her service! Deborah and Nancy Marshall currently serve as the 2 representatives of the TMLBoT on the TMLF board. A replacement for Deborah will be considered at the January meeting.

C. Nomination of 2008 TMLBoT officers is scheduled for the January meeting, per the by-laws.

### Parked items:

A. Recycling receptacle at library

**Meetings:** Our next meeting is scheduled for Thursday, January 17, 2008 @ 7:00 P.M.

**Adjournment:** 8:35 P.M.