

# Thomas Memorial Library Board of Trustees

Minutes of meeting: Thursday, February 19, 2009 @ 7:30 P.M.

## In Attendance:

Nancy Marshall, *Chair pro tem*

Ed Nadeau, *Secretary*

Virginia Cantara, Robert Chatfield, Jessica Sullivan, and Nancy O'Sullivan, *Trustees*

Jay Scherma, *Library Director*

## Absent:

Pat Bredenberg

## Agenda:

### 1. Call to order: 8:08 P.M.

Nancy Marshall, Chair Pro Tem:

### 2. Approval of Meeting Minutes:

**Motion:** Accept minutes of the January 15, 2009 meeting.

**Result:** Unanimously approved

### 3. Library Director's Report (January 2009): Accepted without comment.

#### A. Interlibrary Loan, quarterly report:

- From data provided by Library Director, the Secretary has produced the quarterly update of interlibrary loan activity and corresponding line graph (attached).

Observations:

- The circulation trend for ILL's continues to increase.  
From 13,757 in 2005 to 29,058 in 2008. This is a **111% increase!**
- From 2005 thru 2008, TML has handled 84,507 ILL's  
(including 40,561 lent vs. 43,949 borrowed: 48% vs. 52%, respectively).

### 4. Old Business:

#### A. TML Study Committee, TMLBoT specific business: (none)

#### B. Propose bylaw changes. The purpose of the edits are:

1. To change election of officers of TMLBoT to conform with the bylaws of other town boards and commissions, by revising:  
Article III, Section 1, Officers:  
Article III, Section 2, Nominations and Election  
Article III, Section 3, Term of Office  
Article IV, Section 2, Annual Meeting

2. To add the TML Foundation to Article I, Section 4c.

(See, Bylaws of TMLBoT, Rev. G, DRAFT, attached, for details).

**Motion:** Send edited TMLBoT bylaws to Town Council for review and approval.

**Result:** Unanimously approved

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## 4. Old Business (continued)

### C. Election of Officers:

- Nominated for Chair: Rob Chatfield

**Motion:** Elect Rob Chatfield TMLBoT Chair.

**Result:** Unanimously approved

- Nominated for Secretary: Ed Nadeau

**Motion:** Elect Ed Nadeau TMLBoT Secretary.

**Result:** Unanimously approved

- The gavel is passed from Chair pro tem, Nancy Marshall to Rob Chatfield, Chair.

### D. Contact list revisions:

- See Feb '09 contact list, attached.

## 5. New Business:

### A. Budget preparation:

- Jay has submitted a "level fund" budget, +2% raise for personnel (to conform with increase granted to union staff), to the Town Manager.
- Town Manager requested the Director to calculate cost savings of closing TML on Mondays. Savings are approx. \$60/hr. for staffing, and approx. \$10/hr for light and heat. This would result in roughly a \$27,000/yr savings.
- There may be further discussions regarding closing for small blocks of time through the week.

## 6. Parked items:

A. **Recycling Bin:** awaiting action by Public Works and Recycling Committee.

- Jay will contact Bob Malley regarding frequency of emptying the containers.

7. **Meeting:** Our next meeting is scheduled for Thursday, March 19, 2009 @ 7:30 P.M., or immediately following the TML Study Committee meeting.

8. **Adjournment:** 8:40 P.M.