

# Thomas Memorial Library Board of Trustees

Minutes of meeting: Thursday, December 16, 2010 @ 6:30 P.M.

## In Attendance:

Nancy Marshall, *Interim Chair*

Ed Nadeau, *Secretary*

Jennifer Healy, Kate Mitchell, Ken Piper, Stephen Owens and Nancy O'Sullivan, *Trustees*

Jay Scherma, *Library Director*

## Agenda:

1. **Call to order:** 6:34 P.M. Nancy M.
2. **Welcome Stephen Owens:**
  - Stephen was appointed by the Town Council to serve the remainder of Michael Moore's term (a 2-year appointment).
3. **Approval of Meeting Minutes:**

**Motion:** Accept minutes of the November 18, 2010 meeting.  
**Result:** Unanimously approved.
4. **Library Director's Report (October & November)** Jay
  - Secretary will update interlibrary loan data & graph.
5. **Old Business:**
  - A. **Focus Group Action Committee (FGAC) report** Nancy O.
    - Jay presented the proposed renovation to the circulation desk that was drawn up with Greg Marles, Dir. Of Facilities. Jay also pointed out that the reconfiguration will require replacement of the carpeting in the entry/circulation area. More work needs to be done on this proposal.  
**Action item:** tape out floor to create a mock-up of the new circulation space in the community room. Carefully study proposal and review with staff for comments and feedback.
    - The FGAC met on December 2<sup>nd</sup>. (Minutes of meeting on page 2)
  - B. **Education Committee** Nancy M.
    - Jennifer & Ed will collaborate on the next article. It will outline the alternatives explored by the Study Committee and how we arrived at our recommendation. This may be delivered as a 2 part article.
    - The Courier has changed publication day from Saturday to Wednesday. The cutoff date for the next edition is December 31.
    - We did not receive any feedback from the previous articles. We discussed methods that we can use to create a "buzz" about what is going on at TML. Nancy M. recommended a book on the topic. She will distribute title and author information to the Board.
    - Jay suggested that new trustees would benefit from touring area libraries that are new or newly renovated.
6. **New Business:**
  - The terms of Nancy Marshall & Ed Nadeau will expire on December 31. The remaining members expressed their appreciation to Nancy & Ed for their service to the TML.
  - Election of officers is scheduled for the January meeting.
  - Jennifer Healy volunteered to be the Chair pro temp, and Ken Piper Secretary pro temp for the January meeting.
  - Outgoing Interim Chair, Nancy Marshall, gifted a gavel to the TMLBoT. This will be passed on to newly elected Chair at the January meeting.

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- 7. Meeting:** Our next meeting is scheduled for **Thursday, January 20, @ 6:30 P.M.**
- 8. Adjournment:** 7:53 P.M.