

**Thomas Memorial Library Board of Trustees**  
**Focus Group Action Committee**  
**Minutes of meeting: Thursday, December 2, 2010 @ 6:30 P.M**

**In Attendance:**

Nancy O'Sullivan, Jennifer Healy, Ed Nadeau, and Jay Scherma

**Agenda:**

- 1) Call to order: 6:40 Nancy O'Sullivan,  
*Chair*
  
- 2) Approval of Meeting Minutes: May 13, 2010  
**Motion:** Accept minutes of the May 13, 2010 meeting.  
**Result:** Unanimously approved
  
- 3) Old Business:
  - A. Improve "first impressions" at circulation desk / reception:
    - Jay has drafted a revised floor plan for the circulation desk. He will discuss proposed floor plan with the new Facilities Manager, Greg Marles. The new floor plan features include:
      - Separation of "checkout" and "return" activities, including separate return slots for A/V material and books.
      - A transparent or translucent screen over return slots. This space may be a good location for locator map, or a video screen.
      - Relocate or replace "Friends" book sale cart and kids cart. Alternatives include: shelves over radiator and/or back wall, spinner rack, etc.
      - The literature in the window bays has very low consumption. Reduce the number of items and consolidate this material in one window bay.
      - Kids distraction center is yet to be defined.
    - Design and placement of locator signage is yet to be determined. Ed will consult with local sign shop to explore options.
  
  - B. Improvements to Community Room:
    - The Community room has been painted and the Children's corner relocated since our last meeting. We have not received an invoice from Rainbow Construction. Ed will follow-up with Craig Cooper.
    - Rachel has suggested working with the HS Art Department to produce replacements for Children Corner posters. Status unknown. Nancy will follow-up with Rachel.
  
  - C. Establish a checkout station in the Children's Library. (Action deferred.)
  
- 4) Next meeting: To be determined.
  
- 5) Adjournment: 7:43 P.M.