

Thomas Memorial Library Board of Trustees

Minutes of meeting: Thursday, January 20, 2011 @ 6:30 P.M.

In Attendance:

Jennifer Healy, *Chair pro temp*

Ken Piper, *Secretary pro temp*

Nancy O'Sullivan, Kate Mitchell, Stephen Owens, RuthAnne Haley and Molly MacAuslan, *Trustees*

Jay Scherma, *Library Director*

Jessica Sullivan, *Town Councilor*

Agenda:

1. **Call to order:** 6:34 P.M.

Jennifer

2. **Welcome Molly MacAuslan and RuthAnne Haley.**

- Introductions by all in attendance.

3. **Approval of Meeting Minutes:**

Motion: Accept minutes of the December 16, 2010 meeting.

Result: Unanimously approved.

4. **Library Director's Report (November and December 2010)**

Jay

- Prior numbers given have been corrected after a computation error was discovered. November still showed a circulation increase over the prior year. December circulation numbers were down from previous year possibly due to the longer circulation period, number of days the library was open as well as an absence in Story Time programming.
- Interlibrary loan numbers continue to show an increasing trend.

5. **Old Business:**

A. **Focus Group Action Committee (FGAC) report**

Nancy O.

- Jay presented the mock-up of the new circulation space proposed renovation to the board. Discussed were advantages/disadvantages with this configuration as well as potential solutions to possible problems.
- An invitation to members of the TMLBoT to join the FGAC was extended, and Stephen Owens volunteered to assist.

B. **Education Committee**

- Discussion of the three articles published in the Cape Courier and the Thomas Memorial Library website.
- Several suggestions for future articles were discussed such as having human interest type articles as well as photographs of existing issues.

6. **New Business:**

- An election for Chair of the Board of Trustees was held. Jennifer Healy was nominated, and approved for a one year term.
- An election for Secretary of the Board of Trustees was held. Ken Piper was nominated, and approved for a one year term.
- The Board of Trustees has nominated Kate Mitchell and Stephen Owens to the Thomas Memorial Library Foundation.
- Jessica Sullivan informed the Board of the request by the Town Council for all Boards and Commissions to present a work plan for 2011 listing priority work areas by March 1, 2011.
- Jessica additionally reminded the Board of the \$50,000 earmarked for the next stage of facilities planning/inspection and the June deadline for usage of the funds. She noted that the Council is waiting on the Board's bearing on this matter.

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7. **Meeting:** Our next meeting is scheduled for **Thursday, February 17, 2011 @ 6:30 P.M.**
8. **Adjournment:** 8:48 P.M.

Citizen Participation at Meetings & Workshops

TMLBoT Meetings and workshops: The purpose of the monthly meeting and the occasional workshop is primarily for the Board of Trustees to conduct the business of the Board in accordance with its Charter and by-laws. Prior to Board discussion on any item, members of the public may speak on each agenda item for not more than three minutes each and up to a total of 15 minutes. If there are more speakers than the time available, the Chair may allocate the speaking time in order to balance the debate. The public participation portion shall conclude when the Board of Trustees begins its discussions.