

**Thomas Memorial Library Board of Trustees**  
**Minutes of meeting: Thursday, March 17, 2011 @ 6:30 P.M.**

March 17, 2011

**In Attendance:**

Jennifer Healy, *Chair*

Ken Piper, *Secretary*

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

Jay Scherma, *Library Director*

**Agenda:**

**1. Call to order:** 6:33 P.M.

**Jennifer**

**2. Approval of Meeting Minutes:**

**Motion:** Accept minutes of the February 17, 2011 meeting.

**Result:** Unanimously approved.

**3. Library Director's Report ( February 2011)**

**Jay**

- Circulation numbers lower than previous year most likely due to the 3 week borrowing period. Other libraries saw a 7% reduction in circulation numbers when they switched to this borrowing period.
- Patron visits up over last year by 4000 visits.
- Explained to TMLBoT the value of Minerva membership.
- ~25% of circulation is from ILL.

**4. Old Business:**

- Public Education Initiative
  - Cape Courier articles
    - Middle school: Molly went over pictures and potential captions with the group.
    - Seniors: Nancy discussed her discussion with a senior at Village Crossings.
    - Toddlers: Jay recommended covering issues like the stairs to the Community room, and the step to the Children's room.
    - Teens: Jennifer is working on ideas for the article.
  - Library Outreach: TML Info nights
    - Explored ideas of library tour. A suggestion was made to video tape it and air it on Cape Community TV.
    - Jay suggested holding teas at our homes as the discussion of a new library building approaches a potential town referendum.
    - Jay discussed additional adult programming
      - Middle East discussions, music, and Money Smart Week.
      - Mentioned working with other libraries to share in a series, or speakers.
- Casaccio Proposal Status
  - Town Manager has been in contact with them. Town council will sign a modified contract leaving the arrangement open.
  - Fund raising is not considered part of this scope.
  - Meeting will be held with Casaccio and key members (Council/BoT)
- BoT Retreat/Strategic Conference
  - Perhaps book space with Community Services. ~4-6 hours.
  - BoT asked to email Jay with preferred times and dates in May with Ken as CC:

**5. New Business:**

- Social Networking Strategies: TML now has Twitter and Facebook accounts. These are used to post current events.
- BoT Action Plan Calendar: Need for strategy/action plan. To be completed at retreat.

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- Volunteers for TML: Jennifer says that she has seen an interest in the community to help with library operations. She foresees a need for help with the community education piece.

6. **Meeting:** Our next meeting is scheduled for **Thursday, April 21, 2011 @ 6:30 P.M.**

7. **Adjournment:** 8:22 P.M.

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## 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.