

Thomas Memorial Library Board of Trustees
Minutes of meeting: Tuesday, June 16, 2011 at 6:30 P.M.

In Attendance:

Jennifer Healy, *Chair*

Ken Piper, *Secretary*

Kate Mitchell, Stephen Owens, RuthAnne Haley, Molly MacAuslan and Lee Rutty, *Trustees*

Jay Scherma, *Library Director*

Jessica Sullivan, *Town Councilor*

Agenda:

1. Call to order: 6:35 P.M. **Jennifer**

2. Approval of Meeting Minutes:

Motion: Accept minutes of the May 19 and May 31, 2011 meetings.

Result: Unanimously approved.

3. Library Director's Report (May) **Jay**

- Circulation numbers are starting to increase now that it's been a full twelve months since the circulation period changed from a two to three weeks.
- The Friends of the Thomas Memorial Library are setting up for their book sale.

4. Old Business:

- Public Education Initiative
 - Cape Courier articles **Stephen**
 - Stephen has had several conversations with Patricia McCarthy. He submitted all the articles to her given to him by Trustees. There is not enough room in this edition of the Courier due to all the school year end events going on in the community.
 - TML BoT Retreat planning **Jay**
 - Jay and Steve presented an agenda for the retreat for the Board's review.
- Appointments and Nominations
 - Lee Rutty has been appointed as a Trustee to the TML Board of Trustees by the Appointments Committee.
 - Introductions.

5. New Business:

- RFP Responses and Next Steps
 - Library RFP for a Capital Campaign Feasibility Study has been posted on the Library website.
 - Jay would like a sub-committee to act as readers to review RFP responses and report to the TML BoT, by August, who should be given an in person interview. The TML BoT will then conduct the interviews and make a formal recommendation to the Town Manager, in September.
 - Jennifer and Stephen will form the sub-committee.
- Jennifer would like us to start thinking about who should replace her as Chair. We will discuss at our next meeting.

6. Confirmation of retreat: Our retreat will be held on **Saturday, June 18, 2011 in the Maine Room at TML at 8 AM – 12 P.M.**

7. Confirmation of Meeting: Our next meeting is scheduled for **Thursday, July 21, 2011 at 6:30 P.M.**

8. Adjournment: 7:48 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.