

Thomas Memorial Library Board of Trustees
Minutes of meeting: Thursday, July 28, 2011 at 6:30 P.M.

In Attendance:

Jennifer Healy, *Chair (first half of meeting)*
RuthAnne Haley, *Chair (second half meeting after election)*
Ken Piper, *Secretary*
Kate Mitchell, Stephen Owens, and Molly MacAuslan, *Trustees*
Jay Scherma, *Library Director*
Jessica Sullivan, *Town Councilor*

Absent:

Lee Ruddy, *Trustee*

Agenda:

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

2. Approval of Meeting Minutes:

Motion: Accept minutes of the June 16, 2011 meetings.
Result: Unanimously approved.

3. Approval of Planning Meeting Minutes:

Motion: Accept minutes of the June 18 & 30, 2011 meetings.
Result: Unanimously approved with corrections.

4. Library Director's Report (June) **Jay**

- Circulation numbers are continuing to stabilize.

5. Old Business:

- Public Education Initiative
 - Evaluate and finalize the most effective and affordable PR media/venues.
 - Newspapers
 - Flyer in Cape Courier
 - Recycling Center sign
 - Pass out flyer at Transfer Station
 - Information Nights: will provide feedback from Community.
 - Internet Media (TML and possibly TMLF websites, Facebook and Twitter)
 - Display boards in Library (possibly from TMLF event)
 - TMLF Donor Appreciation Evening, August, 26, 2011.
 - Establish a task force/subcommittee to design an educational strategy & Design and/or adapt slides, etc.
 - To develop actual collateral material from the H&D Study synopsis document.
 - Molly, RuthAnne and Steve will form the subcommittee and will announce their meeting place and time to the public.
 - This subcommittee is tasked with the following:
 - By September 15th design an educational strategy for an initial rollout with timetable of deliverables by target venues and dates.
 - Design and/or adapt slides, etc. to most effectively utilize the strengths of specific media according the established priorities.
 - Identify key stake holders groups and individuals.
 - Town Council
 - Parents
 - Seniors
 - Historical Society
 - Non-users
 - School Board, CEEF, PCPA, MSPA, HSPA
 - Volunteer organizations (Lions, Rotary, Knights of Columbus)

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- Church communities
- Pre-school parents
- Election of New Chair
 - Trustees Kate Mitchell and RuthAnne Haley put their names forward and briefly described their merits for the position. After careful deliberation, a decision was made.

Result: RuthAnn Haley was elected Chair of the Thomas Memorial Library, effective immediately, for the remainder of 2011, by a majority vote.

- RFP Responses and Next Steps
 - Five readers ranked six companies, and three were chosen to present their proposals to the TML Board of Trustees.
 - They will be asked to present either August 9th or 11th for a period of 30 minutes with a 15 minute Q&A period.
 - TML Board of Trustees members can pick up RFP response packets at the Reserve Desk on July 29.

6. New Business:

- Discussion of Cassacio Architects workshop July 21, 2011.
 - Overall, the TML Board of Trustees was impressed with the latest presentation of drawings for the proposed new library.
- Other

Motion: To hold a meeting of the TML Board of Trustees on Thursday, August 18, 2011 since typically an August meeting is not held by the Board.

Result: Unanimously approved.

7. Confirmation of Meeting: Our next meeting is scheduled for **Thursday, August 18, 2011 at 6:30 P.M.**

8. Adjournment: 8:52 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.