

Thomas Memorial Library Board of Trustees
Minutes of meeting: Thursday, August 18, 2011 at 6:30 P.M.

In Attendance:

RuthAnne Haley, *Chair*

Ken Piper, *Secretary*

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

Jay Scherma, *Library Director*

Jessica Sullivan, *Town Councilor*

Beverly Sherman, Joel Bassett, and Ed Nadeau, *Thomas Memorial Library Foundation Board Members*

Absent:

Jennifer Healy, *Trustee*

Agenda:

1. Call to order: 6:32 P.M.

RuthAnn

2. Approval of Meeting Minutes:

Motion: Accept minutes of the July 28, 2011 meeting.

Result: Unanimously approved.

3. Approval of Planning Meeting Minutes:

Motion: Accept minutes of the August 10 and 11, 2011 meetings.

Result: Unanimously approved.

4. Library Director's Report (July)

Jay

- Circulation numbers are increasing in a shallow but upward trend.
- July Interlibrary loan numbers continue to be higher than average months.

5. Old Business:

- Public Education Initiative
 - Report from the targeted material subcommittee.
 - Document is a distillation of the H&M survey.
 - Kate went over the Document
 - Phase 1: Needs Assessment
 - Phase 2: Library Improvement Program
 - Phase 3: Final Recommendation
 - The Board suggested changes to the document
 - The subcommittee is working on finalizing the case for support, and will be meeting the following week to review all public relations material developed to date as well as the two published articles.

6. New Business:

- Public Education Initiative
 - Report from the targeted material subcommittee.
 - The subcommittee did not meet as they were waiting on the Document described above.
 - Discussion on Cape Courier article and Letter to the Editor.
 - A discussion was held about building design and roof design.
 - Discussion of Capital Campaign Feasibility study presentations.
 - A discussion was held weighing the merits of all presentations made to the Board.
 - Selection of firm to recommend to Town Manager.

Motion: To recommend that the Town Manager enters into contract with Demont Associates for the Capital Campaign Feasibility Study.

Result: Unanimously approved.

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- 7. Confirmation of Meeting:** Our next meeting is scheduled for **Thursday, September 15, 2011 at 6:30 P.M.**
- 8. Adjournment:** 9:00 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.