

**Thomas Memorial Library Board of Trustees**  
**Minutes of Meeting: Thursday, December 15, 2011 at 6:30 pm**

**In Attendance:**

RuthAnne Haley, *Chair*  
Ken Piper, *Secretary*  
Judith McManamy, Kate Mitchell, Lee Ruty, *Trustees*  
Jay Scherma, *Library Director*  
Jessica Sullivan, *Town Councilor*

**Absent:**

Jennifer Healy, Molly MacAuslan, *Trustees*

**Agenda:**

- 1. Call to Order:** 6:35 **RuthAnne**
  - 2. Approval of Meeting Minutes**  
**Motion:** Accept minutes of 11/17/2011 Meeting with proposed amendments.  
**Result:** Unanimously approved
  - 3. Library Director's Report** (November) **Jay**  
There appears to be a downward trend in children's circulation. Perhaps it is due to changing patterns of parents/caregivers not going to stacks after story time.
  - 4. Old Business**
    - o *Report from Blue Team:* Lee presented the work done on the *TML Needs Assessment Fact Sheet* and everyone was quite impressed with the design. RuthAnn to copy-edit the *FAQ* for consistency. The TMLBoT agreed that we need to "build a bridge" toward promoting the new facility.  
  
**Motion:** To authorize Lee to work with CETV to make final edits to slides.  
**Result:** Unanimously approved
    - o *Case for Support Document:* Kate will send her work to Jay.
    - o *Applebee's Reading Club update/direction:* No response yet from PubLib on policy. This item will be kept on the agenda awaiting response.
  - 5. New Business**
    - o *Demont Status:* There will be a few interviews in January due to interviewees' schedules. The interview process has been very casual, professional and informative.
    - o *Info Night discussion:* Jessica recommended waiting on planning for these until after January 5 when Demont will be presenting their preliminary findings to the Study Oversight Committee.
  - 6. Confirmation of Meeting:** The next TMLBoT meeting is scheduled for January 19, 2012 at 6:30 pm.
  - 7. Adjournment:** 8:02 PM.
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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.