

Thomas Memorial Library Board of Trustees
Minutes of Meeting: Thursday, June 21, 2012 at 6:30 pm

In Attendance:

RuthAnne Haley, *Chair*

Ken Piper, *Secretary*

Blaine Grimes, Molly MacAuslan, Lee Ruddy, and Julia Bassett Schwerin, *Trustees*

Jay Scherma, *Library Director*

Absent:

Judith McManamy, *Trustees*

Agenda:

- 1. Call to Order:** 6:32 PM **RuthAnne**
- 2. Approval of Meeting Minutes**
 - A motion was made by Ken to accept the minutes of the May 17, 2012 meeting. The motion was seconded by Lee. The motion was unanimously approved.
- 3. Library Director's Report (May)** **Jay**
 - Circulation numbers have increased.
 - Currently scheduling interviews for one of the open positions, and reviewing applications for the others.
- 4. Discussion on eliminating fees.**
 - Jay hasn't had time to look into the issue of abolishing fines due to scheduling constraints from public meetings, summer programming planning and reviewing applications for the three open part-time positions.
 - A motion was made by Ken to table the discussion regarding abolishing fines/amnesty until the November 2012 meeting. The motion was seconded by Blaine. The motion was unanimously approved.
- 5. Discussion on Library Art Gallery**
 - With the dissolution of the Arts Commission, there is currently no clear custodial authority of the gallery space referenced in the town ordinances. Currently the space is scheduled through the end of the year, but artists are already approaching Jay regarding 2013.
 - The TMLBoT decided by consensus to have Ken write to the Town Council formally asking for clarification of who shall be responsible for the management of the gallery. The consensus from the TMLBoT was that it should be authorized to come up with a process of managing the gallery. This would most likely include a sub-committee to review artist portfolios, and for someone to work as the gallery's curator.
- 6. Public Education Initiative**
 - a) Statement of Need
Blaine
 - No separate statement of need is being worked on, rather it has been incorporated into the below documents.

- b) FAQ
Julia/Judith
 - The final FAQ list has been distributed.
- c) Brochures
Molly/Blaine
 - Jay, Ken and RuthAnn will work on working on the language of the brochure as well as finding images to use with it. Blaine recommended using a print design company to assist with finalizing the document as well as printing. The target date for this brochure will be mid-July. Brochures will be used both in the library, as well as at the neighborhood meetings.
- d) Library Tours
 - Jay will display the tour dates on the door of the Library. The dates have been given the Cape Courier, and were handed out at the Community Meeting. Lee has volunteered to work with Ruth on the Saturday tours.
- e) Meetings with key groups
RuthAnn
 - i. Meeting with Historical Society on Monday, May 21st. 7-8:30PM in the Adult Reading area.
 - Jay and RuthAnn summarized the meeting with the Historical Society. At this point the Historical Society will not be included in the library project to help contain building costs.
 - ii. Invitations to meet with key groups (5/21 and 6/14)
 - RuthAnn described items ii. And iii.
 - iii. Neighborhood meeting hosting request
 - Many responses; only two scheduled.
 1. What kind of meeting: formal/informal
 - Informal would work best.
 2. Flyer/brochure/invitations.
 - Informal invitations; brochures to be offered.

8. Discussion of the 5/31 Community Meeting and Town Council referendum phrasing.

- A brief discussion was had regarding these two items. The BOT was very pleased with the public engagement at the Community Meeting.

8. Confirmation of Meeting: The next TMLBoT meeting is scheduled for July 19, 2012 at 6:30 PM in the Community Room of the TML.

9. Adjournment: 8:31 PM. Motion made by Julia

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.