

**Thomas Memorial Library Board of Trustees**  
**Minutes of Meeting: Thursday, March 21, 2013 at 6:30 pm**

**In Attendance:**

RuthAnne Haley, *Chair*  
Ken Piper, *Secretary*  
Molly MacAuslan, and Judith McManamy, *Trustees*  
Jay Scherma, *Library Director*  
Jessica Sullivan, *Town Councilor*

**Absent:**

Blaine Grimes, Lee Rutty and Julia Bassett Schwerin, *Trustees*

**Agenda:**

- 1. Call to Order:** 6:37 PM
- 2. Approval of Meeting Minutes**
  - Motion was deferred to the April 2013 meeting.
- 3. Director's Report for February 2013**
  - Circulation is up 2.7% over last year.
  - Circulation for February 2013 was down from February 2012.
- 4. Work on Mission Statement**
  - Word exercise (see attached for collection of words and pairings)
  - Development of revised mission statement (see attached for working statement)
- 5. Web storage options**
  - Deferred to the April 2013 meeting
  - Jay suggests we consider Google Groups
- 6. Review Policy Manual section Circulation Policy**
  - A motion was made by Molly, and seconded by Judy, to recommend to the Town Council elimination of fines from the TML collection materials. The motion was unanimously **approved**.
- 7. Third liaison to the Thomas Memorial Library Foundation**
  - The TMLF with its expanded board has room for another TML BoT liason.
  - Molly has expressed interested in keeping this role.
  - A motion was made by Ken, and seconded by Judy, to nominate Molly to the TMLF. The motion was unanimously **approved**.
- 8. 2013 BoT Goals**
  - RuthAnne has asked each steward to propose actions with deliverable dates, and assign them to a person for our next meeting.
  - All trustees are asked to review all goal actions proposed and look for lapses in meeting objectives and goals.
  - Continue working on goal actions with your workgroup partner.
- 9. Review of Building Policy**
  - Attendance of our meetings has been less than optimal. Would a different time, day, or week (currently 3<sup>rd</sup> Thursday of the month) work better?
  - Trustees are asked to email RuthAnne, Jay and Ken with responses.

**10. Confirmation of Meeting:** The next TMLBoT meeting is scheduled for Thursday, April 18, 2013 at 6:30 PM in the Community Room of the TML.

- Given that this is a school vacation week, will everyone be able to make a rescheduled meeting on April 11? Please email RuthAnne, Jay and Ken with your input.

**11. Adjournment:** 8:54 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.