

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

**In Attendance:**

RuthAnne Haley, *Chair*  
Ken Piper, *Secretary*  
Blaine Grimes, Molly MacAuslan, Judith McManamy, Lee Rutty and Julia Bassett  
Schwerin, *Trustees*  
Jay Scherma, *Library Director*  
Jessica Sullivan, *Town Councilor*

**Absent:**

None

**Agenda:**

**1. Call to Order: 6:36 PM**

**2. Approval of Meeting Minutes**

- A motion was made by Julia, and seconded by Blaine, to accept the minutes of the May 16, 2013 meeting. The motion was unanimously **approved**.

**3. Director's Report for May 2013**

- No discussion

**4. 2013 Goals Update**

- Programming Sub-Committee
  - Judy has emailed Kevin Davis of the South Portland Public Library to discuss programming.
  - Ken created a proof of concept survey on Survey Monkey, and emailed Rachel regarding prior surveys regarding programming.
- Community Outreach
  - Julia wrote an article regarding the TML Art Gallery and submitted it to the Cape Courier. It has not been printed yet.
- TML Planning Committee
  - Met last Friday and visited libraries in Topsham, Brunswick and Portland.
  - Yarmouth is engaged in a renovation campaign for their library.
- Branding
  - RuthAnn and Blaine displayed a slide deck from a branding workshop they attended conducted by Liz Doucette.
  - Both have been reading materials on branding, and branding tactics like logos and taglines.
- Trustee Education
  - Lee sent an email to BoT regarding materials for Trustee education.
  - Creating new orientation manual.
  - Will submit a proposal to Rachel and Jay for posting documents.
  - Has been looking at other library trustee sites as well as information regarding Wordpress (which the TML website uses).

**5. Review Policy Manual section: Electronic Information (Internet) policy**

- There are no proposed changes to the Electronic Information (Internet) Policy however the current policy is not posted on the TML website. Ken will let Rachel know this via email.

**6. Review Policy Manual sections: Public Relations and Displays and Exhibits policies**

- In part 6 of the Displays and Exhibits policy, the word occasion needs to be corrected. Ken will make this change.
- A motion was made by Judy, and seconded by Ken, to recommend the proposed changes to the Public Relations and Displays and Exhibits policies to the Town Council. The motion was unanimously **approved**. Ken will ask the Town Manager to relay this recommendation to the Chair of the Town Council via email.

**7. Other Business**

- None

**8. Confirmation of Meeting:** The next TMLBoT meeting is scheduled for Thursday, July 11, 2013 at 6:30 PM in the Community Room of the TML.

**9. Adjournment:** 7:49 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.