Thomas Memorial Library Board of Trustees
Minutes of Meeting: Tuesday, December 17, 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*
Martha Palmer, *Citizen*

Absent:
None

Agenda:
1. **Call to Order**: 6:33 PM
2. **Announcement/Introduction of new Trustee, Martha Palmer**
3. **Approval of Meeting Minutes**
   - A motion was made to accept the minutes of the November 7, 2013 meeting. The motion was unanimously **approved**.
4. **Library Director's Report: November 2013**
   - Jay and staff discussed the downward trend in circulation numbers. Down 8% from last month and 12% from last year. Not sure if demographic shift.
   - Discussion on promoting video collections.
   - Overdrive has been successful, but OneClick has had a slow start. Will try to promote more internally/externally.
5. **Selection of Building Committee Delegate**
   - Molly described the role of the building committee and its involvement in the building planning process. The committee will be planning to a November bond referendum.
   - Martha Palmer was nominated by Blaine to represent the TML BoT on the committee. Ken seconded the nomination. The motion was unanimously approved.
6. **2013 Goals Update**
   - RuthAnne and Blaine collected 30-40 surveys from the Bake Sale and library events. Most were reportedly positive.
   - No other updates.
7. **Other Business**
   - Discussion on naming policy and gift reception.
8. **Confirmation of Meeting:** The next TMLBoT meeting is scheduled for Thursday, January 16 at 6:30 PM in the Community Room of the TML.
9. **Adjournment:** 7:57 PM.

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.