

# DRAFT Thomas Memorial Library Board of Trustees

Minutes of meeting: Thursday, May 19, 2011, @ 6:30 p.m.

## In Attendance:

Stephen Owen, *Chair Pro Tem*  
Kate Mitchell, *Secretary Pro Tem*  
RuthAnne Haley and Molly MacAuslan, Ken Piper (arriving later) *Trustees*  
Jessica Sullivan, *Town Council Liaison*  
Jay Scherma, *Library Director*

## Absent:

Jennifer Healy

## Agenda:

1. **Call to Order:** 6:30 P.M
2. **Approval of Meeting Minutes:**  
**Motion:** Accept minutes of the March 17, 2011, meeting (no April meeting; no quorum)  
**Result:** Unanimously approved
3. **Library Director's Report** (March and April, 2011)
  - Circulation numbers are down about 6% from the previous year, again adjusting for the 3-week borrowing period that came to an end in April of this year. The patrons are not declining however. No snow closings, power outages this period. The number of days was exactly the same for the comparison.
  - Rachel put together a preliminary schedule for a summer concert series. The TML Foundation awarded \$1500 for 3 bi-weekly concerts, starting in July, outside of the library, weather permitting.
  - The theme of the summer reading program is "One World, Many Stories."
    - 5-7 year olds, Wednesdays from 2-3, stories and crafts on the theme
    - 1 bedtime story evening, 3-6 year olds
    - A dance party in mid-July, 3-8 year olds
    - A puppet show for ages 3 and up
4. **Old Business:**
  - **Public Education Initiative**
    - i) Cape Courier articles schedule
      - There have been no articles in the last three Cape Couriers.
      - Trustees held a discussion on missed opportunities and the need to enhance publication efforts for TML related articles.
        - Steve offered to schedule a fact-finding meeting with Patty McCarthy (new editor). Discussion followed on a wide range of possible strategies.
    - ii) Library Outreach
      - Cape TV – RuthAnne will spearhead this issue; talk to Wendy and follow up with e-mails.
  - **BoT Retreat**
    - A request was made to have the BoT meet more often in the next few months to clear the agenda.
    - A discussion followed on the protocol difference between regular meetings and workshops.
    - A discussion was held on changing the regular meeting time to 7:00 P.M.  
**Consensus:** Continue forward with the 6:30 P.M. time for now.
    - Discussion started by one trustee feeling overwhelmed by repetitive agendas, long meetings, upcoming dates, with not much accomplished. Wants to have movement forward and no more "wheel-spinning."
    - **Motion** made by Kate, **seconded** by RuthAnne, to meet for an interim regular meeting on Monday, May 31<sup>st</sup> at 6:30 P.M.
    - Discussion about retreat agenda:
      - Create a long-term strategic plan to promulgate the TML Study Committee Final Report.

- Take the time to establish “common ground” for what is essentially a new Board of Trustees. (Little institutional memory available on this current Board. Read the study reports before attending the retreat.)
- Delegate tasks: “You do this and come back and report.”
- **Motion** made by RuthAnne, **seconded** by Kate, to meet for a retreat from 8-noon on Saturday, June 18th in the Maine Room at TML. Jay will provide coffee, bagels and cream cheese, and fruit.

#### 5. New Business:

- There is a vacancy on the TML Foundation; discussion of a possible candidate ensued.
- **Motion:** RuthAnne moved to nominate Beverly Sherman to the TML Foundation to fill the vacancy of Glenn Jordan. Kate **seconded**. The motion was **approved unanimously**.
- The Secretary of TML BoT will contact the Secretary of the Foundation to inform him of the unanimous vote to place Mrs. Sherman on the Foundation.
- Discussion occurred regarding the vacancy on the TML BoT created by Nancy O’Sullivan’s resignation.
  - The Appointments Committee will interview candidates on May 23 and May 25, 2011 for this position.
  - A recommendation will be made to the Town Council on June 13,2011.
- Jay notified the trustees that there is a proposed meeting with the Casaccio on June 8<sup>th</sup>, from 3:30-5 P.M. and 6:00-7:30 P.M. to view their draft design revisions.
- Jay has sent a draft RFP for fund-raising capacity to the Town Manager for perusal, as well as to Jennifer Baldwin and Ed Nadeau on the Foundation. It goes out with a June 10<sup>th</sup> deadline.

**6. Meeting:** Our next meeting is scheduled for Monday, May 31, 2011 at 6:30 P.M.

**7. Adjournment:** 8:42 P.M.

Respectfully submitted,  
Kate Mitchell, Secretary Pro Tem

### 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.