

Thomas Memorial Library  
Board of Trustees  
Minutes

**Thursday, August 20, 2015 @ 6:30 PM**

In Attendance:

Ken Piper, Chair; Julia Bassett Schwerin, Secretary; Martha Palmer, Gil Brennan, Judith McManamy, RuthAnne Haley, Trustees; Jay Scherma, TML Director;

Absent: Patty Grennon, Town Council Liaison; Lee Ruddy, Trustee

- 1) Call to order: 6:31
- 2) Approval of Meeting Minutes: July 2015. Unanimously approved.
- 3) Library Director's Report – July 2015. Noted that library was closed for half of this period. Unanimously approved.
- 4) New Business
  - a) Search committee delegates Gil Brennan and RuthAnne Haley chosen, congratulations!
  - b) Ken will send notice to town manager.
- 5) Trustees Agreed on Desired Characteristics of the New Library Director
  1. Personal Characteristics
    - 1.1 sense of humor
    - 1.2 a strong leader
    - 1.3 a people person
    - 1.4 diplomatic
    - 1.5 empathetic
    - 1.6 character and integrity
    - 1.7 visionary
    - 1.8 innovative
    - 1.9 passionate and balanced
    - 1.10 loves to read
  2. Experience
    - 1.1 tech savvy and technologically innovative
    - 1.2 financial, budget development, and administrative skills
    - 1.3 marketing and public relations
    - 1.4 supervisory
    - 1.5 comfortable with advocacy role
    - 1.6 fundraising

- 1.7 team building
- 1.8 membership retention and expansion
- 1.9 innovative programming
- 1.10 collection development

- 6) Confirmation of next meeting: September 17, 2015 @ 6:30 P.M
- 7) Adjournment: 7:45
- 8) See [http://www.capeelizabeth.com/home/personnel/jobs/library\\_director/](http://www.capeelizabeth.com/home/personnel/jobs/library_director/)

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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.