

**Thomas Memorial Library Board of Trustees**  
**Minutes of Meeting: Thursday, April 21, 2016 at 6:30 pm**

**In Attendance:**

RuthAnne Haley, *Chair*  
Ken Piper, *Secretary*  
Martha Palmer, *Gallery Manager*  
Julia Bassett Schwerin, Gil Brennan, Becky Fernald, Debbie Peck, *Trustees*  
Kyle Neugebauer, *Library Director*  
Patricia Grennon, *Town Councilor*  
George Morse, *Thomas Memorial Library Foundation*

**Absent:**

Gil Brennan, *Trustee*

**Agenda:**

- **Call to order:** 6:34 PM
- **Approval of Meeting Minutes: March 2016**
  - A motion was made to accept the minutes of the March 17, 2016 meeting. The motion was unanimously **approved**.
- **Library Director's Report – March 2016**
  - Kyle presented a detailed and very active Director's report. The key takeaways were
    1. Acoustic issues in the lobby. A consultant will be brought in to advise.
    2. Lack of lighting in the Youth window seating area
    3. Additional public computers needed especially in the Young Adult area
    4. Parking during popular events
    5. New hanging rail space in YA area for Student art due to the overwhelming response to the February art show.
    6. Waiting for Council approval of budget
- **Discussion with George Morse on TMLF Recruiting/Orientation process**
  - Has worked with his committee on a process for recruiting new TMLF members based on group need. This will be up for review at their next meeting.
  - Would like a summit with TMLF and TML BoT for training.
  - Would like everyone to visit <http://wp.me/P3wpL4-2H7> password is strategic and review recordings
- **Poetry book donation offer**
  - Tabled until next meeting

- **Goals for 2016**
  - Update TML Policies with Library Director
    - Gaming Room Policy – A motion was made to approve the new policy as written. The motion was unanimously **approved**.
    - Community Information Area Policy – A motion was made to approve the new policy as written. The motion was unanimously **approved**.
    - Meeting Room Policy – Kyle will finalize a rewrite for discussion at next meeting
  - Exploration of Shared Services
  - Exploration of Programming interests in the Community
  - Long range and vision planning.
    - A subcommittee was formed for this activity. It will be comprised of Becky and Debbie
- **Reports from Sub-Committees**
  - Gallery Update (Martha/Debbie) – Still need to book August and December.
  - Policy Sub-Committee (Ruthanne/Kyle/Ken)
  - TMLF Committee on Grants for TML (Gil)
  - Programming Sub-Committee (Debbie/Gil)
  - Shared Services Sub-Committee (Becky/Martha)
- **Confirmation of next meeting:** Thursday, May 19, 2016 @ 6:30 P.M.
- **Adjournment:** 8:41 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.