

## **Thomas Memorial Library Board of Trustee Minutes of Meeting: Thursday, May 19, 2016 at 6:30PM**

### **In Attendance:**

RuthAnne Haley, Chair  
Martha Palmer, Gallery Manager  
Julia Bassett Schwerin, Gil Brennan, Debbie Peck (substitute Secretary), Trustees  
Kyle Neugebauer, Library Director

### **Absent:**

Ken Piper, Secretary  
Becky Fernald, Trustee  
Patricia Grennon, Town Councilor

### **Agenda:**

- **Call to order:** 6:33 PM
- **Approval of Minutes:** April 2016  
A motion was made to accept the minutes of April 21, 2016 meeting. The motion was unanimously approved.
- **Library Director's Report – April 2016**  
Kyle presented a very detailed Director's report. The key takeaways were
  1. Update on Building Project: The Foundation is purchasing a sculpture for in front of the building. The donor sign is being reprinted. Shelving vendor needs to correct issues, gutter/drainage, HVAC noise levels in Community Room/Staff Break area still being addressed. Larger issues include acoustics in the lobby, configuration with Youth Circulation Desk, lack of lighting in Youth window area, need for public computers. Kyle is working on all of these with the appropriate Town departments.
  2. Town council: is voting tonight on the municipal budget. Other than combining 2 part time positions to 1 full time, there are not many changes.
  3. Programming: Continues to be strong normal and special programming participation. Kyle has modified the process to increase collaboration among staff for planning process of programming. This will help with future planning and approaching TML foundation for funding support. Summer Reading Program will be across all ages using a Bingo style card .Pollinator program is being planned and will include coordination of art and activities. Discussed Young Adult programs and exploring further programming for this group.
  4. Job Descriptions: continuing to work on reviewing job descriptions. Kyle will then work with staff and will set up core competencies for all positions.
  5. Video game room: reviewed letter from Alina Perez. Discussed what is being purchased, what the current policies are. Reviewed that the library does not act in local parentis. Discussed/agreed to dividing games by age ranges and putting the adult games in the adult media area. RuthAnne will craft a response and send out the draft to Kyle and the Board.
  6. Town Ordinance Committee: proposed name change from Trustees to Committee to draw clear distinctions among groups (boards, committees), and align language across committees. RuthAnne shared that she feels 'Committee' does not represent the work we do. Discussed that the name change will not change the current role of the Board.

- **Policy Review**

Meeting room policy: Ken and RuthAnne met to review the Meeting Room policy. They feel the new document captures it well. This will need to be voted on and go to Town Council. A motion was made and approved unanimously. (Debbie/Julia) RuthAnne proposed reviewing it in a year to see how it is working.

- **Poetry Book Donation Offer**

Kyle contacted the donor. There is currently no inventory of the materials. This is being done currently and she will send it to Kyle when completed

- **Old Business**

Reports from Sub-Committees

- Gallery (Martha): Only December to fill for this year. Artists are expressing interest for next year. They are pleased with the new space.
- Policy (RuthAnne/Kyle/Ken): will continue to review policies
- TMFL Committee on Grants (Gil): Foundation has identified 3 focus areas to include programming, training and long term needs. There will be some discretion/flexibility with this.
- Programming (Gil/Debbie): met this week, reviewed programming procedures. Discussed dovetailing programming with mission statement.
- Mission statement (Debbie/Becky/Kyle): Debbie, Becky, Kyle and Andy met, and reviewed the current mission statement and other samples. Discussed getting input from community and staff. Kyle has drafted Survey Monkey questions to send out. Will be posted on TML website. Sub-committee will meet to review and propose new mission statement.

- **Other**

- Julia questioned how many committee members can meet before it is a public meeting. Kyle will research this and report back to the Board.
- RuthAnne reviewed email from George Morse/TML Foundation: regarding recruitment of new Foundation members and defining length of term of service.
- RuthAnne noted that Family fun day is coming up. The Board agreed they will not be doing any specific activities this year. Discussed doing an ice cream social, water balloons, etc to coincide with a summer evening event. Discussed need to create new materials for a table for future events to promote library and programming.

- **Confirmation of next meeting:** Thursday, June 16, 2016 at 6:30 PM

- **Adjournment:** 7:58 PM