

Thomas Memorial Library Study Committee

Minutes of meeting: Thursday, July 17, 2008 @ 6:30 P.M.

In Attendance:

Nancy Marshall, *Chair*
Ed Nadeau, *Secretary*
Robert Chatfield, Nancy O'Sullivan, and Evan Roth
Anne Swift-Kayatta
Jay Scherma, *Library Director*

Representing:

TML Board of Trustees
CE Town Council
Thomas Memorial Library

Absent:

Pat Bredenberg
Norman R. Jordan

TML Board of Trustees
CE Historical Society

Approve minutes:

- o Meeting minutes of June 19, 2008 approved.

Old Business:

A. Visioning Session:

- o A visioning session is scheduled for July 23, 2008, from 4 - 8:00 PM in the Library Community Room.
- o Jay has compiled a list of the invitees that have replied. Most of the Town Department Managers are not planning to attend
- o Refreshment options were discussed. Penny and Nancy M. will coordinate.
- o Himmel & Wilson will also conduct interviews while they are in town for session.

B. Focus / Affinity Groups:

Nancy O, Ed N.

- o The composition of each group and the list of the invitees have been finalized. Invitations have been produced and will be mailed July 18. (see attached).
- o Two versions for the final Focus Group Mailing list have been produced: by Last Name, and by Date and Time (see attached).
- o Providing a token gift to each Focus Group participant was discussed. A "get out of jail free" like card that would be used as a library fine pass was proposed. It will be a one use, maximum of \$2.00, with a 12/31/08 expiration date. The secretary will generate a design for committee review.
- o Refreshment options were discussed. Penny and Nancy M. will coordinate.
- o Evan and Ed agreed to serve as scribe at each of the Focus Group sessions. They will work out the schedule. Nancy M agreed to fill in if necessary.
- o The committee will meet on Tuesday, July 29 @ 5pm to review the status of Focus Group responses and finalize plans for the sessions scheduled for August 4 - 7.

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C. Telephone Survey:

- The Secretary made contact with MaryEllen Fitzgerald of Critical Insights. She is enthusiastic about our project and provided contact information for Himmel & Wilson. They will discuss project and plan to meet while H&W are in Cape for the visioning session.

Other Business:

- Presentation to Town Council scheduled for July 14 has been rescheduled to August 11.
- The Focus Group mailing committee requests the assistance of the entire Study Committee to stuff the envelopes with the invitations upon completion of this meeting.

Meeting:

- A Focus Group status meeting is scheduled for Tuesday, July 29 @ 5:00 P.M.
- Our next monthly meeting is scheduled for Thursday, August 21 @ 6:30 P.M.

Adjournment: 7:17 P.M.