

# Thomas Memorial Library Study Committee

Minutes of meeting: Thursday, July 29, 2008 @ 5:00 P.M.

## In Attendance:

Nancy Marshall, *Chair*  
Ed Nadeau, *Secretary*  
Pat Bredenberg and Evan Roth  
Anne Swift-Kayatta  
Norman R. Jordan  
Jay Scherma, *Library Director*

## Representing:

TML Board of Trustees  
CE Town Council  
CE Historical Society  
Thomas Memorial Library

## Absent:

Robert Chatfield, Nancy O'Sullivan

TML Board of Trustees

## Focus Group workshop:Old Business:

- A. Report on Responses (Ed and Nancy O)  
Of the ten sessions, non-achieved an attendance commitment greater than 11. Follow-up telephone calls will be made by committee members (see Caller assignments, in Item B.) to non-respondent to ensure a commitment from 14 people to ensure 12 people at each session. Caller will also make a tickle call the day prior to remind participants of the meeting to thanks them for their participation.

B. Assignments as follows:

Caller:

Greeter:

Monday, Aug. 4:

9 AM	Friends	Nancy Marshall	Nancy Marshall
2 PM	K-5 parents	Evan Roth	Nancy Marshall
7 PM	TMLF, Arts Comm., CEHPS	Ed Nadeau	Evan Roth

Tuesday, Aug. 5:

9:30 AM	Seniors	Pat Bredenberg	Pat Bredenberg
5 PM	Middle School students	Pat Bredenberg	Ed Nadeau

Wednesday, Aug. 6:

8 AM	Library Staff	Jay Scherma	Jay Scherma
1 PM	General Citizens	Norm Jordan	Nancy Marshall
5 PM	High School students	Nancy O'Sullivan	Ed Nadeau

Thursday, Aug. 7:

7 AM	Bus. Reps & Town Council	Anne Swift-Kayatta	Jay Scherma
6:30 PM	Pre-school parents	Evan Roth	Evan Roth

C. "Get-out-of-fines" free card (Ed):

Ed circulated a sample of a design that will serve a token gift to the Focus Session participants. TML Bucks sample will be sent to Rachel Davis for refinement and production.

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- D. Tables set-up on Sat 8/2:  
Jay, Nancy M. and Ed will meet at TML to setup the community room for next week's sessions.
- E. Introducers (a.k.a. Greeter)  
See assignments list above (item B.)  
The Greeters will arrive 30 minutes prior to start time to assist with food & beverage setup, greet attendees, assist with name tags, call the session to order and introduce the Bill & Ethel. Upon completion of these duties the greeter will depart.
- F. Recorders (Ethel Himmel & Bill Wilson will serve as recorders at each session)
- G. Food/Drink decisions (Penny and Pat):  
Food and beverages will be supplies for 14 people per plan discussed at last weeks meeting.  
Penny needs access to the community room 45 minutes prior to each session.  
Jay will provide access as requested.  
The greeter will assist with setup. Penny will do breakdown, volunteers are welcome to assist.  
The day before each session, the Caller will email or call Penny with the confirmed count for their session.

### **Other Business:**

- None

### **Meeting:**

- Our next monthly meeting is scheduled for Thursday, August 21 @ 6:30 P.M.

**Adjournment:** 6:18 P.M.