

**Thomas Crane Public Library
Board of Trustees
August 16, 2013**

Call to Order:

The meeting was called to order at 9:00 a.m. by Chair Harold Crowley.

Trustees Present:

Chair Harold Crowley, Tina Cahill, Janet DiTullio, Mary Reed, William Griffin

Others Present:

Director Megan Allen, Assistant Director Clayton Cheever, Mass. Board of Library Commissioners (MBLC) Friends/Trustee Specialist April Mazza, MBLC Head of Library Advisory & Development Cindy Roach

Trustee By-Laws:

April Mazza distributed suggested additions/amendments to the by-laws and advised that collective authority and duties and responsibilities of the trustees be added to the current by-laws.

Various potential revisions to the by-laws were proposed and discussed; Mr. Crowley and Ms. Allen will prepare a draft showing proposed revisions to be reviewed at the September regular meeting, and voted on at the October meeting.

Board Evaluation:

Ms. Mazza distributed sample board evaluation surveys and there was general discussion about the evaluation process. The trustees agreed to try an individual online self-evaluation survey followed by a group discussion. Ms. Reed and Ms. DiTullio will meet to review sample evaluation surveys and prepare one for the TCPL trustees, to be reviewed by the board at the September regular meeting. Once a survey format is finalized, Ms. Allen will create an online survey.

Foundation:

Mission

Ms. Mazza shared information about how to craft an effective mission statement. After a brief discussion, the trustees agreed on the following mission for the TCPL Foundation (subject to revision after Foundation board members have been recruited):

The TCPL Foundation supports and strengthens the mission of the TCPL (see below) by leading fundraising efforts, raising the visibility of the library and its programs, and encouraging community involvement.

The Thomas Crane Public Library is a comfortable and welcoming place to visit, where young children can discover the joy of reading, and people of all ages can satisfy their curiosity, stimulate their imagination, and connect to the online world.

Roles and Responsibilities, Timeline

Ms. Mazza shared a preliminary timeline for activating the Foundation, followed by discussion of the various steps, who would do what and when. The timeline was revised to reflect initial steps, with specific individuals assigned to various tasks (see attachment).

Recess:

The trustees meeting recessed at 11:25 a.m. for a brief special meeting of the TCPL Foundation board, and reconvened at 11:30 a.m.

Adjournment:

The meeting was adjourned at 12:15 p.m. The next regular meeting is scheduled for Monday, September 16 at 9:15 a.m. at the Main Library.

Mary Reed
Secretary