

**BOARD OF LIBRARY TRUSTEES MEETING
TUESDAY, FEBRUARY 11, 2014
MASHPEE LIBRARY CONFERENCE ROOM**

Present: Patricia Gamache, John Kowalski, Mary LeClair, Chip Bishop, Sandra Lahart, and Sue McGarry.

Absent: Carlo D'Este

Also Present: Kathy Mahoney – Library Director
Mike Richardson – Board of Selectmen
Terrie Cook – Finance Committee

Patricia Gamache, Chairman, called the meeting to order at 5:02 p.m.

Approval of Minutes

Sue McGarry motioned to approve the Regular Meeting minutes of January 14, 2014.

Motion was seconded by John Kowalski.

VOTE: Yes-6.

Roll Call Vote: John Kowalski, yes	Patricia Gamache, yes
Mary LeClair, yes	Sandra Lahart, yes
Chip Bishop, yes	Sue McGarry, yes

Friends of the Library

Chip Bishop reported that the Friends' Executive Board did not have a quorum at their meeting last week, but they had a good discussion. The Friends continue to look to the Trustees and Kathy Mahoney to identify a major project for them to fund. Chip asked Kathy if she would be able to put together a list of projects for the Trustees to consider at the March meeting. Kathy said she will do this.

Friends' membership is up to 102. 10% (10 members) indicated they would like to be "active", not just be members. The Friends will plan a meeting to get these individuals involved. Chip was asked to encourage Trustees to renew membership, if not done yet.

Kathy Mahoney said that future technology upgrades might be a possible fundraising project. There are about 25 public computers in the library that will eventually have to be upgraded or replaced; however she said she has to talk further with IT Department about this. Chip said if there is an option to get funded through Town, then Friends would probably not be interested in supporting this. Mary LeClair said she would be more inclined to do something like the teen program. Mike Richardson said talk to people around Town and get them talking about the Library. Jack Kowalski suggested that perhaps the 10 people who expressed interest in participating with Friends can get involved with Mashpee TV to get the word out. Another suggestion was silently filming the art work and displaying that. Chip said Ceil is away so they probably are thinking of meeting with the 10 volunteers in the spring.

Kathy showed the painting of the Library that was recently purchased. She said we also got the JPEG and TIFF as well. Sandi Lahart suggested perhaps the Friends would support funding the purchase of stationery. Sandi will work with Kathy to choose where to place the painting in the Library.

Reports

Kathy Mahoney's Library Director's Report was reviewed and discussed.

- Kathy said now that the CLAMS network has made its decision to switch Internet providers to Open Cape/Cape Net and there will not be sufficient bandwidth to support connections for the public computers, she will investigate options to upgrade the Internet service for our public computers; and she will use the \$2,500 budgeted to upgrade the public to "business" classification if necessary. Right now the public is free; but too slow.
- Pat Gamache said Bill Hough, Mashpee Enterprise, coming tomorrow to tour the Library.
- Kathy had a meeting with Joyce Mason and Kathleen Moore to discuss staffing at the Library. Kathy said Joyce was very supportive and wants to work on plan with Kathy—such as updating job descriptions; looking at classifications; etc. Kathy said she needs an hierarchy at the Library since she can't be here all the time. Kathy said she and Joyce will meet to work up a plan. Kathy is to gather all the information and papers. Joyce is willing to have Ruth Kowal at a meeting if that would be helpful.
- Kathy said she has gotten budgets from other library directors from other towns as part of information gathering.
- Kathy reported that Kyle Brennan going back to her old job at Plymouth Plantation. They offered her full-time, year round. Kathy has informed Town Hall.
- Kathy registered the Library to participate in the EDGE technology initiative, which is a training program jointly sponsored by the Public Library Association.
- Kathy showed Pinterest on her laptop computer. She explained it's a picture-board way of giving information to the public. People are using it like a bulletin board.

Communications

Terrie Cook...Terrie Cook reported that FinCom is just beginning review of the budgets. She said at last FinCom meeting she did a quick synopsis of what was discussed at the last Trustee meeting.

Terrie Cook exited the meeting at 5:50 p.m.

Mike Richardson...

- Mike Richardson said they had budget meeting last night...going well.
- Town very happy with Town's AAA rating.
- Just hired new Recreation Director.
- Good time to be in Mashpee.
- Mike and Mary LeClair serving on the Barnstable County Abuse Council.

Corresponding Secretary Report...Jack Kowalski said he discussed with Kathy and Pat the suggestion to send flowers (corsages to the 6 ladies and a boutonniere to the gentleman) to the 7 Library staff members for Valentine's Day. The Trustees thought this was a very good idea and pleased to do this.

501(c)(3)

Jack raised the question as to where we stand. Chip said he would like to see even a one page letter of agreement or memo of understanding—or at least put some place on paper what Trustees agreed to with Friends and what Friends agreed to with Trustees. Chip said no where is it written what was agreed to.

Jack said the Friends want Jeff Oppenheim to represent them so maybe the Friends should write what they want to put together and get Jeff to approve. Therefore, it is in the Friends' hands. Chip agreed. Jack said Jeff Oppenheim wrote a letter that the Friends intend to use him as counsel.

501(c)(3) (continued)

Pat Gamache advised that from the \$5,000 submitted by the Trustees to Jeff Oppenheim there is an outstanding credit of \$41.67 according to statement from Jeff. The consensus of the Trustees was that since the funds were taken from the Library Donation Account, Pat should request Jeff to send a check payable to the Mashpee Library Donation Account for the \$41.67 credit.

Old Business

Management Study

Pat distributed “Key Findings” from the management study that Chip put together. Chip said they use these as talking points – for instance, if talking to any organization or group. Pat said we need to talk about using the management study as a launching pad for advocating for the Library within the community. We can use these key findings to do a presentation about the Library.

Sue McGarry e-mailed to the Trustees a document she created for measuring annual plan goals towards the strategic plan. She suggested using the document to keep an on-going update of the goals. By way of background, Sue said:

- As Trustees we need to focus on the annual goals set forth from the strategic plan and the quarterly updates to see how they are being met.
- Acting as a concerned Trustee, she devised the document as a concise tool to help measure goals.
- She envisions a Trustee updating the master document after Kathy presents her quarterly report to the Trustees; and that quarterly updates should be reported April, July, October and December/January to coincide with MBLC reporting. Sue suggested these dates be placed on the yearly planning calendar Kathy spoke about creating.
- Sue suggested Vice Chair do the updating, which would help to prepare to take on as Chairman.

Chip said it seems this type of focus is what we should be involved in. Pat said it will give us an idea of what’s going on. The Trustees thanked Sue for her effort.

Kathy Mahoney stated that when we left the meeting last month she thought the Trustees were going to talk before going to the editorial board so that’s why she thought to go back and re-visit this topic. Chip said we had a discussion about engaging public education and support, which is what Pat and he did. We got a very good editorial. The big picture was very supportive. He said it was getting this conversation going about what the Library needs are. Chip said all Trustees need to be engaged in rallying the community around this Library. We’ve begun this process. Chip said he thinks the Trustees should look to Kathy for setting priorities and where we should be going. He said we are in a good place right now. Pat Gamache added that Bill Hough is very pro-library; arts; and education and he said to let him and the Enterprise know whatever we want covered. Chip said think of news media as partners. This was very pro-library. Message was positive. Chip said Bill Hough is coming to the Library tomorrow for a tour since he has never been here.

Key Recommendations

The Trustees reviewed with Kathy items (1) through (5) and item (12) of the key recommendations of the management study document. Items (9) and (10) have already been done.

(1) Town Charter – Consensus of the Trustees was that nothing to be done...leave as stated in Town Charter.

(2) and (3) – Kathy met with Town Manager and Human Resources this week; Town Manager working on job descriptions/classifications. Individual employees are working on goal setting.

Key Recommendations (continued)

(4) – Review of positions when vacancy occurs...Kathy said this will be done.

(5) – Office Manager. Kathy said the schedule and duties will be reviewed as part of the hiring process.

(12) - Create workspace on 2nd floor of Library – Kathy said this is important, but any changes to building, shelving, furniture, etc. must go through Planning and Construction Committee. Kathy will speak with Catherine Laurent and Joyce Mason about any proposed changes.

Next Meeting ...5 p.m. on Tuesday, March 11, 2014 in Library Conference Room.

Adjournment

John Kowalski motioned the meeting be adjourned; Mary LeClair seconded the motion; and the motion was unanimously passed. The meeting adjourned at 7:10 p.m.

Respectfully submitted,

Jean Giliberti
Recording Secretary