

**BOARD OF LIBRARY TRUSTEES MEETING  
TUESDAY, JUNE 10, 2014  
MASHPEE LIBRARY CONFERENCE ROOM**

**Present:** Patricia Gamache, John Kowalski, Chip Bishop, Mary LeClair, Carlo D’Este, Mark Wright, and Kate Milde.

**Also Present:** Kathy Mahoney – Library Director

**Audience:** Lannan O’Brien – Mashpee Enterprise

Patricia Gamache, Chairman, called the meeting to order at 5:04 p.m. and welcomed Kate Milde and Mark Wright, newly elected Trustees. Kate and Mark gave brief opening statements of their background and why they were interested in becoming Trustees of the Library. In turn, the remaining Trustees briefly introduced themselves and provided some background highlights.

**Approval of Minutes**

Carlo D’Este motioned to approve the Regular Meeting minutes of May 13, 2014 as written.

Motion was seconded by John Kowalski.

VOTE: Yes-5; 2-Abstain.

Roll Call Vote: Chip Bishop, yes	Mary LeClair, yes
Carlo D’Este, yes	Kate Milde, abstain
John Kowalski, yes	Mark Wright, abstain
	Patricia Gamache, yes

**Friends of the Mashpee Public Library**

Chip Bishop stated that for the last 2 years he has had the privilege to be the Trustee liaison to the Friends of the Library. Chip reported:

- Friends have become a vigorous, supporting group for the Library and are poised to raise serious money for the Library.
- Friends have formed a finance committee in hopes they will be receiving significant donations in the future on behalf of the Library. They appointed Mike Richardson and Terrie Cook to serve on the finance committee; and they retained Attorney Jeff Oppenheim as their legal advisor. Leslie Marsh is to Chair the finance committee.
- Friends are very active in organizing events for the coming season and year to raise funds for the Library.
- Dining for Books program is getting underway this month and they recruited 5 Mashpee restaurants to donate a 10-15% portion of patron’s check to be donated to the Friends of the Library.
- Chip said he will be speaking at the Library on Wednesday, June 18 and is organizing a “dining with the author” at the Siena Restaurant that night.

Pat thanked Chip for serving as Trustee liaison to the Friends for the past 2 years. Kate Milde was appointed to serve as Trustee liaison to the Friends. Chip offered to work with Kate as she begins this assignment.

## Reports

Kathy Mahoney's Library Director's Report for the month of May was reviewed and discussed at length.

### Library Security

The Trustees were quite disturbed to hear the security problem involving the increasing level of thefts of materials from the Library, particularly the TV series DVD discs and movies. Some of the options suggested to deal with the security problem include:

- Additional security camera installed.
- Moving DVDs to area behind Circulation Desk.
- Install a sign that "this area is monitored".
- Jack suggested additional lighting be placed in the area.

Consensus of the Trustees was that Kathy Mahoney should pursue all the options that have been presented and to minimally have a sign installed that the area is monitored.

### Library Schedule

Community Picnic and fireworks is to be held July 1 at 5 p.m.

**Motion:** John Kowalski motioned to change Library hours on July 1 to 10 a.m.-5 p.m., as presented.

Motion was seconded by Chip Bishop.

VOTE: Yes-7.

Roll Call Vote: Chip Bishop, yes	Mary LeClair, yes
Carlo D'Este, yes	Kate Milde, yes
John Kowalski, yes	Mark Wright, yes
	Patricia Gamache, yes

### Meeting Room Use

Kathy provided the Trustees with a number of materials to aid them in reviewing and deciding on Meeting Room Use policy for the Library. Included in these materials were: detailed written document outlining issues and results of Kathy's research on the matter thus far; Library Event Room/Conference Room use statistics for 2012 and 2013; and Facility Use Fee schedule drafted by Town Hall, but not yet approved. Important issues to be reviewed and decided for Library meeting room use:

- Make meeting room available for additional hours when Library not opened and not staffed.
- Outside groups using room when building closed.
- Acceptable use scope to be defined.
- Town also in process of adopting new use and fee schedule—Does Library want to join Town facility use fees program?
- Town monitors to be available for after-hours use to open and close the building. Who pays for Town monitors?
- Draft Facility Use Fee Schedule – Do the fees include custodial clean-up services for the building?
- Any fees charged for Library room use only goes into Library Account. Kathy explained this is done so that when carpeting or other replacements needed then money used from that fee account.

## Meeting Room Use (continued)

**Motion:** John Kowalski motioned if decided to proceed with after-hours use of Library rooms, monitor fee and custodial fee only to be charged for after-hours room use.

Motion was seconded by Mary LeClair.

VOTE: Yes-7.

Roll Call Vote: Chip Bishop, yes  
Carlo D'Este, yes  
John Kowalski, yes

Mary LeClair, yes  
Kate Milde, yes  
Mark Wright, yes  
Patricia Gamache, yes

Several issues discussed included the following:

- Should Library room use be available for “profit” group use? Consensus of the Trustees is “no”, not for profit groups.
- Should outside groups be allowed to use meeting facilities outside normal hours of Library operation? “Yes”, but look at specifics.
- Should scope be expanded to include political activity? Chip said we should understand difference between “political” and “civic” use. The Trustees discussed this topic at length. Kathy suggested finding out what the law states. Carlo D'Este suggested getting an opinion from Town Counsel on political groups and religious groups use of the Library meeting rooms. Kathy will contact Town Manager to make this request. In the interim, everything to remain status quo.

## Strategic Plan

- 5-Year Strategic Plan—2013-2018.
- Making progress and continuing to make progress.
- Will be doing updates to the Plan.

## Communications

Corresponding Secretary Report ... Jack reported that he sent a sympathy card on behalf of the Trustees to Tom O'Hara, on the passing of his Mother.

## Library Trustees – Annual Reorganization

### Election of Officers

With the newly elected Board formed, Pat Gamache asked for nominations for Chairman, Vice Chairman, and Corresponding Secretary.

**Motion:** John Kowalski motioned to nominate Patricia Gamache to serve as Chair for one year term.

Chip Bishop seconded the nomination.

VOTE: Yes-6; and 1 abstain.

Roll Call Vote: Chip Bishop, yes  
Carlo D'Este, yes  
John Kowalski, yes

Mary LeClair, yes  
Kate Milde, yes  
Mark Wright, yes  
Patricia Gamache, abstain

## Election of Officers (continued)

**Motion:** John Kowalski motioned to nominate Carlo D'Este to serve as Vice Chair for one year term. Mary LeClair seconded the nomination.

VOTE: Yes-6; and 1-abstain.

Roll Call Vote: Chip Bishop, yes	Mary LeClair, yes
Carlo D'Este, abstain	Kate Milde, yes
John Kowalski, yes	Mark Wright, yes
	Patricia Gamache, yes

**Motion:** Mary LeClair motioned to nominate Jack Kowalski to serve as Corresponding Secretary for one year term.

Kate Milde seconded the nomination.

VOTE: Yes-6; and 1-abstain.

Roll Call Vote: Chip Bishop, yes	Mary LeClair, yes
Carlo D'Este, yes	Kate Milde, yes
John Kowalski, abstain	Mark Wright, yes
	Patricia Gamache, yes

## Subcommittee Appointments

The following Subcommittee appointments were confirmed:

- Finance – Mary LeClair.
- By-Laws – Pat Gamache and Mark Wright.
- Advocacy – Chip Bishop and Mark Wright
- H.R. – Jack Kowalski, Pat Gamache, and Kate Milde.

## Discussion

Jack Kowalski suggested changing the meeting start time for regular monthly meetings of the Trustees to 4 p.m. All Trustees agreed to the meeting time change.

Pat Gamache stated that Kathy Mahoney talked with her recently that authority of Trustees rests in all 7 Trustees so if a Trustee is approached for public comment on what the Trustees' position might be, it is best to refer the interviewer to the Board of Trustees for comment. Pat said there have been no problems in this regard, but this reminder was just being offered as a "preventive" measure.

**Next Meeting** ...4 p.m. on Tuesday, July 8, 2014 in Library Conference Room.

## Adjournment

John Kowalski motioned the meeting be adjourned; Carlo D'Este seconded the motion; and the motion was unanimously passed. The meeting adjourned at 6:45 p.m.

Respectfully submitted,

Jean Giliberti, Recording Secretary