

**BOARD OF LIBRARY TRUSTEES MEETING  
TUESDAY, AUGUST 12, 2014  
MASHPEE LIBRARY CONFERENCE ROOM**

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

**Also Present:** Kathy Mahoney – Library Director  
Mike Richardson – Board of Selectmen

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

Carlo D'Este, Vice Chairman, called the meeting to order at 4:02 p.m. and acknowledged Pat Gamache's resignation from the Board of Trustees and all agreed that Pat will be missed.

Carlo said he invited Hugh Ahearn to come to tonight's Board meeting since Mr. Ahearn expressed an interest in serving the Mashpee Library. Following introductions, Hugh Ahearn provided details of his background and extensive experience, including many years of involvement with school libraries, as well as advocating on behalf of libraries at the State House. He said he is happy to do anything he can do to support the Mashpee Library. The Trustees were very impressed with Mr. Ahearn's background and experience and thanked him for his interest in serving on the Board of Mashpee Library Trustees.

**Motion:** John Kowalski motioned to nominate Hugh Ahearn to be a Board of Library Trustees member and to pass his name onto the Town Manager and Town Clerk for approval by the Board of Selectmen.

Motion was seconded by Mark Wright.

VOTE: Yes-6

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

Carlo advised Hugh Ahearn that he would be in touch with him and thanked him for coming tonight.

Mr. Ahearn exited the meeting.

**Approval of Minutes**

John Kowalski motioned to approve the Regular Meeting minutes of July 8, 2014 as presented.

Motion was seconded by Mark Wright.

VOTE: Yes-4; 2-Abstain.

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

## Friends of the Mashpee Public Library

Kate Milde reported the Friends are trying to get more PR out—they got agreements from all 4 ice cream vendors in Mashpee to give 10-15% of their profits next Wednesday to benefit the Library.

- Friends raised \$355 from Dining for Books event.
- Working on cocktail party for next June to go with the 5-year anniversary of this Library.
- Looking to Board of Trustees to find a major need to raise funds for the Library for the 5-year anniversary. One idea they have is to get 100 donors to donate \$100 for whatever was decided to be needed for the Library.

Kate said the Friends are working hard. Kathy Mahoney commented that Friends want something big and large that is a one-time project and they want something tangible for this 5-year anniversary fundraiser. Kathy said perhaps we could do something like a media lab; video game design; or how to create own e-book; etc. Chip Bishop noted the Friends have come to us with this request before. Kathy Mahoney said especially since we're partnering with the schools on an iPad program, perhaps if 10 iPads were supplied to the Library by the Friends that would be a major project. Benefits of having the iPads:

- Create e-books.
- Get more use of e-books.
- Educate people about APPS.
- More and more schools, etc. going towards iPads.
- School will not allow students to take iPads out of school so students could come to Library to work on iPad after school.

**Motion:** Chip Bishop motioned the Trustees recommend to the Friends to pursue a purchase of at least 10 iPads that are compatible with what is being used in the schools and raise the funds for those devices.

Mary LeClair seconded the motion.

VOTE: Yes-6

Roll Call Vote: Mark Wright, yes  
John Kowalski, yes  
Chip Bishop, yes

Kate Milde, yes  
Mary LeClair, yes  
Carlo D'Este, yes

Kathy Mahoney is to do the research and work with the Friends on this project.

## Reports

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

- Kathy alerted Trustees that a bigger part of the budget is going to be for e-book materials. She said the gap will be filled by State aid; revolving account; and donation account. Kathy provided update on balances currently in these accounts.
- They are going to assimilate e-book and audio-book so if listening on audio-book place will be marked and you can pick up and continue reading on e-book or vice versa.
- Important that Library close gaps and get into the technology for residents.

Kathy advised the Trustees that in doing the ARIS report one of the questions asked how many wireless sessions take place in the Library every year. Kathy contacted Town IT Department and David DelVecchio is capturing information to give her a figure for Kathy to use to do some sort of projection.

## Reports (continued)

Kathy said in doing ARIS the total circulation was 217,106, which increased 16,000 from last year. There are now just under 16,000 Mashpee Library card holders.

### Library Security

Kathy outlined the options to improve DVD security. Although she initially felt that moving the entire collection was the best option, her research indicated that keeping DVDs behind the desk would be a very labor intensive operation to maintain. Patrons would no longer be able to use the self-checkout machines and the transaction time per patron would increase dramatically. Other libraries have also reported DVDs are damaged and scratched when kept in binders/sleeves. She suggested we move forward and obtain pricing for cameras as security measure to deter thefts and see what the cost would be to monitor that area. The consensus of the Trustees was that the Library move forward with the cameras and signage.

### Meeting Room Policy

Following discussion, the Trustees noted that the bottom line is there is no need to change what we're doing now. The consensus of the Trustees was to leave political activity as currently stated in the policy. Chip Bishop asked Kathy if it would make sense for Kathy to send a letter to the head of the 2 political parties in Town to have the information on record and summarize results of Town Manager and Town Counsel input. Kathy agreed and said she will do this.

In discussing Town fees for after hours use of rooms, Kathy said if Library applied the fees, they would be:

- For Conference Room - \$12.50/hour Meeting Room Use Fee
- For Events Room - \$25/hour Meeting Room Use Fee
- \$12.50/hour for monitor regardless of which room is booked, but there is a 2-hour minimum fee requirement to book a room monitor. If two groups book the two rooms at the same time, they can split the room monitor fee between them.

For the Library, no room use fees are charged for room use when Library is open. All after hours use of rooms charged a 2-hour minimum room and monitor fee.

**Motion:** Mark Wright motioned Library to adopt the Town's room fee schedule for after hours use as presented. Chip Bishop seconded this motion.

VOTE: Yes-6

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

The consensus was reached by the Trustees that Kathy Mahoney should work with Catherine Laurent on room monitor/room scheduling.

### Library Website

Kathy said Town is working on getting a new website. Kathy said Assistant Town Manager feels if Library stays with Town then it will be to our advantage. Town has no problem with what Library wants to do on the website.

## Landscape Plan

Kathy reported the Landscape Plan is finished and it has been given to Catherine Laurent.

Kate Milde exited the meeting.

## Communications

Mike Richardson stated:

- Drug problem continues to be an issue.
- Town Recreation is energized.
- School has lost 3 Principals—2 went back into classroom.
- DPW needs additional help.
- Legislation passed our request to hand Sewer over to Water District but difficulty in getting Water District to accept whole plan as submitted by Sewer Commission.
- Fertilizer by-law on October Town Meeting Warrant.
- Tax exemption proposal submitted by Selectman Gottlieb to be discussed at August 18 Public Hearing
- Mashpee Cares to become a formal Town committee.

## Corresponding Secretary Report

Jack Kowalski said Kathy supplied him with information of people listed on the donor plaque and Jack intends to do a letter and bring those individuals up-to-date on what's going on at the Library.

## Advocacy Subcommittee

Chip Bishop advised the subcommittee met several times since last Trustee meeting. Chip said Mark has been very active on this subcommittee.

- Began work on the “message” to build awareness and support for the Library.
- Also made progress on “targets” to receive the message.
- What are tools at our disposal to communicate this advocacy program.
- Mark and Kathy working diligently on the message.

Mark Wright said they decided to base the message around the 5-year anniversary to say what has happened since making this great investment; what's working; show growth; here are things seen as opportunity to get better; and what future needs there may be. Mark said he will e-mail the material to the Trustees to get feedback from them before the subcommittee goes too far down the road.

Chip commented that the message piece will tie back to the Strategic Plan and back to the Management Study. Kathy Mahoney said it is still a work in progress.

Chip distributed a list of audience targets and tools the subcommittee identified so far for the Trustees to review and provide feedback.

Carlo D'Este showed a summer newsletter the Cotuit Library publishes and said that might be something to consider in the future. Carlo said maybe have it coincide with Library 5<sup>th</sup> anniversary. Chip added it could be an on-line version as well.

## Library Trustees

### Accept Trustee Resignation

**Motion:** John Kowalski motioned to accept with regret Patricia Gamache's resignation as a Mashpee Board of Library Trustee.

Chip Bishop seconded the motion.

VOTE: Yes-5

Roll Call Vote: Mark Wright, yes  
John Kowalski, yes  
Chip Bishop, yes

Mary LeClair, yes  
Carlo D'Este, yes

### Trustee Officer Election

**Motion:** Mark Wright motioned to nominate Carlo D'Este to serve as Chair.

Mary LeClair seconded the nomination.

VOTE: Yes-4, and 1-Abstain.

Roll Call Vote: Mark Wright, yes  
John Kowalski, yes  
Chip Bishop, yes

Mary LeClair, yes  
Carlo D'Este, abstain

**Motion:** Mary LeClair motioned to nominate Chip Bishop to serve as Vice Chair.

Mark Wright seconded the nomination.

VOTE: Yes-4, and 1-Abstain.

Roll Call Vote: Mark Wright, yes  
John Kowalski, yes  
Chip Bishop, abstain

Mary LeClair, yes  
Carlo D'Este, yes

Trustee Subcommittee Appointments... Tabled for next Trustee Meeting.

**Next Meeting** ...4 p.m. on Tuesday, September 16, 2014 in Library Conference Room.

### Adjournment

Mark Wright motioned the meeting be adjourned; Mary LeClair seconded the motion; and the motion was unanimously passed. The meeting adjourned at 6 p.m.

Respectfully submitted,

Jean Giliberti  
Recording Secretary