

**BOARD OF LIBRARY TRUSTEES MEETING  
TUESDAY, DECEMBER 9, 2014  
MASHPEE LIBRARY CONFERENCE ROOM**

**Present:** Carlo D’Este, John Kowalski, Mark Wright, Mary LeClair, Chip Bishop, and Hugh Ahearn.

**Absent:** Kate Milde.

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

Carlo D’Este, Chairman, called the meeting to order at 4:03 p.m.

**Approval of Minutes**

Mark Wright motioned to approve the Regular Meeting minutes of November 12, 2014 as presented.  
Motion was seconded by John Kowalski.

VOTE: Yes-6.

Roll Call Vote: Mark Wright, yes	Mary LeClair, yes
John Kowalski, yes	Chip Bishop, yes
Hugh Ahearn, yes	Carlo D’Este, yes

**Friends of the Mashpee Public Library...**No report.

**Reports**

Kathy Mahoney’s Library Director’s Report for December was reviewed and discussed.

- Kathy Mahoney reported the part-time circulation position was posted today.
- The Tribe wants to have meetings here and offered to have Library go to their facility to do story time.
- Community Connections...about 50 people come in vans each week (6 to 12 patrons at a time). Assistive technology would help them use the computers.
- Kathy spoke with Lynne of Council of Aging regarding possibly expanding home delivery of Library materials.
- In reviewing the monthly circulation and statistics report, the Trustees voiced their concern over the missing materials reported for each month. Kathy explained these missing materials only surface when someone requests the material. She said they could have been missing for quite some time and that some could be in the Library but are misfiled. Or some missing due to theft. She said she is going to do some research. It was agreed that it is not worth time/effort to do complete mass inventory...after doing research Kathy will have more input.

Jack Kowalski suggested Kathy write about her visit to the Life program’s residences in Mashpee and the presentation she did about the Library in the Enterprise Library column. Chip Bishop suggested that adding some of the Library statistics in the column might be helpful. Hugh Ahearn said even adding the information about digital would be good to have published.

## **Reports (continued)**

### **Proposed re-classification of Reference Librarian Position**

The Trustees discussed at length the proposal to be presented to Town Manager to re-classify the Reference Librarian position to Assistant Director position and use State Aid Account funds to pay the salary differential for the first year and a half to make the transition to the re-classified position.

**Motion:** Mary LeClair motioned to start January 1, 2015 to re-classify the Reference Clerk position to Assistant Director position and to fund the salary difference with State Aid money through Fiscal Year-2016. Motion was seconded by Chip Bishop.

**Discussion:** It was consensus that this re-classification can only be actually done if Town accepts to fund the Assistant Director position after FY-2016.

VOTE: Yes-6.

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

### **Archives**

It would be beneficial to the Town and the Library to have Library staff work with the Archives/Historical committee. Physical materials would be housed in the Archives building. Chip Bishop stated that first and foremost there should be a plan to cover cost and resources to cover the digitizing and managing the archives. The Trustees wholeheartedly agreed and said that a Memo of Understanding would have to be established so everyone would know their role and responsibilities.

Kathy Mahoney said additional spots on the Town Historical Commission could be created or adjusted by the Board of Selectmen to include Library staff member on the committee.

The consensus of the Trustees was that the Library Trustees support continuation of these discussions and that first the Trustees should be part of creating a Memo of Understanding.

### **Communications**

**Mike Richardson ...**provided the following update:

- Waste Management Plan Committee to hold first meeting on January 6. Issue: Come up with plan that everybody understands.
- Mashpee TV finalized first segment of "Something About Mashpee".
- Got big grant on "to save the spit".
- Town will entertain taking over the entire Sewer Commission as part of Town if Water District doesn't act to take them over.
- Community Calendar—Mike Richardson asked MTV to highlight Community Calendar.
- Mike said he's meeting tomorrow with Police Chief Collins et al. on substance abuse topic.

**Corresponding Secretary...**Jack Kowalski reported he sent thank you letters out yesterday. Jack said he spoke with Barbara Notarius' husband, Steve. Steve agreed to stay in touch.

## **Advocacy Subcommittee**

Chip Bishop reported the Advocacy Subcommittee met earlier this week and had a good discussion.

Management Study was done about a year ago at the request of the Town.

Mark Wright said the need to refresh the old Management report was discussed...how do we compare to other towns? Are we doing well? Try to refresh the numbers; and Kathy Mahoney is helping to do this.

Chip said the Management Study is the right vehicle to do this. All at the Subcommittee meeting agreed to go back; refresh that management study; focus on what really matters. Kathy has agreed to help with that and we will also call on Hugh's expertise to help so we can have a document we all understand and share with the Town Manager, Board of Selectmen and Finance Committee.

**Next Meeting** ...4 p.m. on Tuesday, January 13, 2015 in Library Conference Room.

## **Adjournment**

John Kowalski motioned the meeting be adjourned; Hugh Ahearn seconded the motion; and it was unanimously passed. The meeting adjourned at 5:30 p.m.

The Chairman wished everyone a Merry Christmas and a Happy New Year.

Respectfully submitted,

Jean Giliberti  
Recording Secretary