

**BOARD OF LIBRARY TRUSTEES MEETING
TUESDAY, SEPTEMBER 8, 2015
MASHPEE LIBRARY CONFERENCE ROOM**

Present: Mark Wright, Allen Waters, Kate Milde, Joan Lyons, John Kowalski, Mary LeClair (arrived 4:11 p.m.), and Carlo D'Este (arrived 4:40 p.m.).

Also Present: Kathy Mahoney – Library Director
John Cotton – Board of Selectmen

Audience: Ryan Bray – Mashpee Enterprise

Mark Wright, Vice Chairman, called the meeting to order at 4:02 p.m.

Approval of Minutes

John Kowalski motioned to accept the Regular Meeting minutes of August 11, 2015 as written. Motion was seconded by Joan Lyons.

VOTE: Yes-5.

Roll Call Vote: Joan Lyons, yes	John Kowalski, yes
Kate Milde, yes	Mark Wright, yes
Allen Waters, yes	

Friends of the Mashpee Public Library

Kate Milde reported that no Trustee was at the last Friends meeting, nor was the Library Director available to attend. Kathy Mahoney advised that although she wasn't available to attend the meeting she was updated by one of the Board members. Both the Library Director and Trustees are concerned by assertions by individuals in the Friends group which claim a great deal of authority and ownership of funds raised. There is resistance to the fact that the role of the Friends is to raise funds for projects and services determined by the Trustees and Library Director, and the money is not theirs to invest or expend as they wish. The Trustees expressed the hope that the issues would be resolved internally by the Friends Board, as the majority of the group understands the importance of the relationship with Trustees and Director, and the role the Friends play in supporting the Library. Next Friends meeting is scheduled to be held October 1st.

Reports

Kathy Mahoney's report for the month of August was discussed at length. Some highlights included the following:

- Kathy advised that in Mashpee Library search for circulation assistant, we are in competition with Chatham, Sandwich, and Dennis libraries who are also recruiting for the same position. These other libraries are offering higher salary plus benefits for the position. Mashpee got 22 applicants; Sandwich received 122 applicants for their position which offered a higher salary and benefits.
- Kathy said they all need to plan for the future in regard to staffing. The Library has not created a staffing plan separate from the recommendations in the Management Study completed in 2013. The study recommends that the Library needs to add three full-time, professional level positions in order to improve services and hours open to the public. To date, we have not added any additional full-time positions.

Reports (continued)

- Kathy said we will have a lot more work this year in budget preparation because the Town Manager wants greater detail and justification in the budget to see what is needed. Therefore line items that had previously been removed from budget process will now be considered for re-entry.
- Kathy noted Trustees to think about hours to go into budget—that is, do we anticipate adding hours of service; if so, when?
- Town Manager and Town Counsel looking into Trustee/Town Hall authority over Library—for instance, Library Director has always reported to Trustees, what about Library staff? Who is responsible to do contracts; employment contracts; Union contracts? Questions of that nature.
- Kathy said we should incorporate State aid into budget planning
- When the Library was built 5 years ago, it came equipped with technology and equipment as part of the construction cost, but there was no plan created to replace computers and equipment (such as AV). The question has been raised in past budget cycles, but there was no support for moving forward to create or fund a replacement schedule. Mary LeClair said this year then will probably have to do line-by-line budget. Kathy said as an example David DelVecchio (IT Director) questioned if all computers should be replaced as a capital expense, rather than budget line item. Kathy indicated too late for that type of plan now. Computers will need to be replaced sooner than a capital request for all would allow.
- Kathy mentioned adult patron computers should be replaced as first priority.

Kathy advised the budget is now to be submitted to Town Manager by October 16, not November 4. Mary LeClair said budget subcommittee will meet and then come to the Trustees with draft budget for review at next Trustee meeting.

Kathy confirmed the Library will be closed October 3 for Town Oktoberfest event and that one part-time staff member will not get paid since he is not able to make up the time. He works 6 days—some here and the rest at Falmouth Library. Trustees all agreed this policy has to be addressed—if Library closed, then staff scheduled to work should be paid. Meantime, Kathy said she or another staff member will come in and work October 3rd so part-timer can make up the time that day and not lose pay.

Allen Waters exited the meeting at 4:55 p.m.

The Trustees continued discussing Library closings and impact on staff schedule to work and concluded that Kathy Mahoney should look into the matter with Town Hall.

Consensus was unanimously reached by the Trustees to support Kathy Mahoney checking into this and if we can get clarification of an existing written policy. In the past the part-time staff had been paid for weather closings. There is money in the budget to pay the staff since it was assumed they would be working.

Jack Kowalski asked whether any update information on Bourne Library situation. Kathy said they are looking for a \$2.7 Million over-ride. If it doesn't get approved, Kathy doesn't think the State would immediately de-certify Bourne Library; however if they are de-certified the Trustees would review and consider whether or not to vote for our Library not to service residents of that community as was done in the past to de-certified library.

Communications

Selectman John Cotton...Selectman Cotton said that hopefully going to finalize the Warrants at tomorrow's Board of Selectmen meeting. He said budgets submitted by the department heads will have to provide documentation and back-up for requests and there is not much time to complete the process.

Advocacy...Mark Wright reported that he would like to schedule another meeting with Allen Waters and Kathy to look at hearing from those in the community who do not use the library. Mary LeClair commented it is amazing the number of people who are using the library.

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

Adjournment

Carlo D'Este motioned the meeting be adjourned; Joan Lyons seconded the motion; and it was unanimously passed. The meeting adjourned at 5:25 p.m.

Respectfully submitted,

Jean Giliberti
Recording Secretary