

**BOARD OF LIBRARY TRUSTEES MEETING
TUESDAY, NOVEMBER 10, 2015
MASHPEE LIBRARY CONFERENCE ROOM**

Present: Carlo D'Este, Mark Wright, John Kowalski, Joan Lyons, and Kate Milde, (arrived 4:15 p.m.).

Absent: Mary LeClair, and Allen Waters.

Also Present: Kathy Mahoney – Library Director
Ann Macdonald – President, Friends of the Mashpee Library

Carlo D'Este, Chairman, called the meeting to order at 4:03 p.m. and welcomed Ann Macdonald, President of the Friends, to the meeting. Carlo said the Trustees look forward to working together with the Friends in the future. Ann Macdonald said she is very approachable to making things work.

Approval of Minutes

John Kowalski motioned to accept the Regular Meeting minutes of October 13, 2015 as presented. Motion was seconded by Joan Lyons.

VOTE: Yes-4.

Roll Call Vote: Joan Lyons, yes	Mark Wright, yes
John Kowalski, yes	Carlo D'Este, yes

Friends of the Mashpee Public Library

Ann Macdonald addressed the Board and said she looks at the Friends and Trustees as a team and looks to move forward working together for the success of the Library. She said the Friends Board is looking forward to working hand-in-hand with the Trustees and Library Director. Ann said Friends have to develop speaker program and offer what community and Trustees feel is needed. Carlo responded he is glad to see Ann in this role on a year-round basis.

Ann Macdonald said the Friends may try to set different time for their meeting so it will be more convenient to those who work. She will let Trustees know if this is done.

Ann mentioned that the Bleu Restaurant is going to donate percent of all diners', regardless of whether they show Library card during the dining for books event.

Ann said Friends Board plans to re-visit their By-Laws.

Ann said one gentleman who attended the Friends Annual Meeting was a college librarian. He is very interested in getting involved and is interested in joining the Friends. He moved here from New York—just retired and will be here full-time. Also, new people from Willowbend community showed interest; Friends will work to develop that connection.

Reports

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

- Mark Wright congratulated Kathy Mahoney on the budget and narrative she provided for the line items. He said the Goals and budget tie nicely together. The Trustees agreed the goal action plan drafted by Kathy should be submitted to the State.
- Kathy reported the IT Director supports getting the computers for the Library and it will be in the IT budget. Kathy met with David DeVecchio and they divided computer replacements in groups and worked out a plan for piecemeal replacement and budget costs for same.
- The Trustees agreed Kathy Mahoney should dispose of the old Optelek viewing machine as "surplus" classification.
- Kathy advised Town changing security camera vendor so this would be good time to request additional security cameras for the Library. The Trustees agreed.
- Kathy shared that the Library is now offering a new online resource called Universal Class that offers classes and tutorials that patron can take at own pace. It is video; audio; and patron can submit questions to teacher. It was funded by a grant funded by the Institute of Museum and Library services and was awarded by the Massachusetts Board of Library Commissioners.

Personnel

Kathy provided draft job descriptions for Trustees to review and approve.

Motion: Mark Wright motioned to accept the 2 job descriptions Library Director submitted for Public Services Librarian position and for Staff Librarian position. Kate Milde seconded the motion.

VOTE: Yes-5.

Roll Call Vote: Joan Lyons, yes	Mark Wright, yes
Kate Milde, yes	John Kowalski, yes
	Carlo D'Este, yes

Library Open Hours Change in December

Kathy requested the Library building to close 2 hours early at 3 p.m. on Saturday, December 12, to facilitate Chamber's holiday parade on the Mashpee Commons Green. She also asked that the Library shift its open hours from 12-7 to 10-5 on Thursday, December 31 (New Year's Eve). Kathy advised that she sent an email to the Town Manager to let him know she intended to present these requests to the Trustees.

Motion: Joan Lyons motioned to close Library at 3 p.m. on Saturday, December 12, 2015 due to Chamber's holiday parade. Mark Wright seconded the motion.

VOTE: Yes-5.

Roll Call Vote: Joan Lyons, yes	Mark Wright, yes
Kate Milde, yes	John Kowalski, yes
	Carlo D'Este, yes

Reports (continued)

Library Open Hours Change in December (continued)

Motion: Mark Wright motioned to shift Library hours from 12-7 to 10-5 on December 31, 2015 since New Year's Eve. Joan Lyons seconded the motion.

VOTE: Yes-5.

Roll Call Vote: Joan Lyons, yes	Mark Wright, yes
Kate Milde, yes	John Kowalski, yes
	Carlo D'Este, yes

Strategic Plan Update

Kathy reported that Library did significant work in areas of the Plan, with two notable exceptions...the pre-teen/teen programming and services and Library Website and social media tools. The Library Website is the critical point. Mark Wright questioned whether we could do this on our own. Kathy said she spoke recently with former Library Trustee, Chip Bishop, who has a great deal of experience in communication and web design and was the lead Trustee in the area of website design. He advised that we explain to town officials that information is our core business and we need to be able to provide the community with information so our needs differ from other Town departments, and that we should move ahead with our own site while following the Town's style guidelines, and linking to the Town website.. Kate Milde noted that Bourne linked from Town's website to Library's own website. Ann Macdonald said that perhaps this is something the Friends should get involved in.

Jack Kowalski suggested Trustee Chairman Carlo address a letter to the Town Manager to develop our own website with knowledge we would be linked to the Town website. Carlo said he will do this.

Policies

The Trustees asked Kathy whether there were any policies that should be either further updated or created for the Library. Kathy responded:

- Safety emergency policy still to be approved.
- Privacy policy is needed...people ask for this when hooking up to wireless, etc. Also, what do we do if someone asks for our records?
- Security cameras—policy re use. What if someone requests to see security camera?
- Social Media Policy—this ties in with website.

Communications

Advocacy Subcommittee...Nothing to report.

Update re tree planted in memory of Dianna Smith

Carlo D'Este said a tree was dedicated and planted in long-term Trustee Dianna Smith's memory in 2011. Jack Kowalski said a storm that winter damaged the tree. Kathy Mahoney added then the tree got hit by another falling tree in one of the blizzards too. The Trustees agreed to re-visit this topic in February or March. Jack suggested they also discuss the tree that was to be planted in memory of Evelyn Bushenfeld's husband at the February/March timeframe. Carlo said he will advise Ann Macdonald when these items are placed on the agenda so Ann may attend the meeting.

Next Meeting ...4 p.m. on Tuesday, December 8, 2015 in Library Conference Room.

Adjournment

Kate Milde motioned the meeting be adjourned; Carlo D'Este seconded the motion; and it was unanimously passed. The meeting adjourned at 5:20 p.m.

Respectfully submitted,

Jean Giliberti
Recording Secretary