

**BOARD OF LIBRARY TRUSTEES MEETING
TUESDAY, JANUARY 12, 2016
MASHPEE LIBRARY CONFERENCE ROOM**

Present: Carlo D'Este, Mark Wright, John Kowalski, Joan Lyons, Mary LeClair, Allen Waters, and Kate Milde.

Also Present: Kathy Mahoney – Library Director
John Cotton – Board of Selectmen
Mike Richardson – Finance Committee
Ann Macdonald – President, Friends of the Library

Carlo D'Este, Chairman, called the meeting to order at 4:10 p.m.

Approval of Minutes

Joan Lyons motioned to accept the Regular Meeting minutes of December 8, 2015 as presented.

Motion was seconded by Kate Milde.

VOTE: Yes-6; 1-Abstain.

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|---------------------------------|-----------------------|
| Roll Call Vote: Joan Lyons, yes | Kate Milde, yes |
| John Kowalski, yes | Allen Waters, abstain |
| Mark Wright, yes | Carlo D'Este, yes |
| Mary LeClair, yes | |

Reports

Kathy Mahoney's report for the month of December was discussed.

Revolving Account Article for Town Meeting

Kathy Mahoney sent draft copy of Town Meeting Article to the Trustees, which would revise the revolving account at May Town Meeting. Kathy said she reviewed this matter with Town Accountant and spending ceiling could be increased from \$15,000 to \$20,000 or \$25,000. Kathy suggested \$20,000.

Motion: Mary LeClair motioned to submit the Article for May Town Meeting for the revolving account in the amount of \$20,000.

Motion was seconded by Allen Waters.

VOTE: Yes-7.

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|---------------------------------|-------------------|
| Roll Call Vote: Joan Lyons, yes | Mark Wright, yes |
| John Kowalski, yes | Allen Waters, yes |
| Kate Milde, yes | Carlo D'Este, yes |
| Mary LeClair, yes | |

Town Building Closings

Kathy informed the Trustees that at the January 6 Department Head meeting the topic of Town building closings due to weather, etc. was broached and the Town Manager seemed to indicate that anyone scheduled to work will be paid if Town building closed, including part-time workers. If workers were already at work and then building closed, everyone will be paid. However, a written policy has not been created at this time.

Library Budget

Carlo D'Este reported that he, Mark Wright and Kathy Mahoney met with Town Manager to discuss the Library budget submitted that included the full-time librarian position. Carlo said basically we were told to go back to the drawing board.

Carlo said the Trustees Personnel Subcommittee then met last Tuesday to try to figure out how to move forward. Carlo said Kathy has drafted several budget options for the Trustees to review.

Kathy provided 4 options that would reduce budget figures to 13.42%; 11.2%; 5.8%; or 2.95% over this year's budget. The original proposed budget submitted to the Town Manager was for \$646,000, which was a 16% increase over this year's budget of \$566,000 due in large part to plan for hiring a full-time librarian.

The Trustees were extremely frustrated and pointed out that the budget dollar amounts are low and therefore the approach should be to look at dollars, not percentages.

Furthermore, the Trustees strongly felt it should be explained that while the library for over 5 years has struggled by hiring part-timers this is not workable in this situation since you cannot get librarians to work part-time. Mashpee Library is in dire need of a full-time, specially trained employee who is reliable to handle and control any and all types of crises situations that arise in serving the public domain. Other points Trustees felt should be highlighted included the following:

- Under State restrictions, a percentage of Library budget must be spent on books and there are other requirements to be met to stay certified and be eligible for State funding.
- Many Library budgeted items are funded through State aid; grants; and Friends of the Library. This should be taken into account since all monies not being provided by Town.
- Library needs a "substitute staff pool" in place.
- Original proposed Library budget of \$646,000 is a bare bones budget. Look at dollars and what is the actual cost to Town (that is, monies that come from other funding sources). Look at dollars, not percentages.
- Time invested to train part-timers, and then they leave.
- Management Study done clearly shows Library understaffed.

After reviewing and discussing the budget situation, the Trustees very reluctantly said to submit the \$630,800 option, which would be 13.42% increase over last budget to Town Manager along with a narrative from the Trustees. Carlo will draft the narrative and Kathy was asked to request a meeting be scheduled with Town Manager, Kathy, and Trustees subcommittee to discuss the budget.

The Trustees were frustrated at having to do this since this \$630,800 budget falls way short of what is needed. All Trustees wholeheartedly agreed if the revised budget is not accepted then the Trustees will submit a petition Article by February 8th deadline to appear on May Town Meeting Warrant seeking approval to authorize adding the full-time librarian position.

John Cotton exited the meeting at 5:20 p.m.

Motion: Mark Wright motioned to accept budget option of 13.42%, which is 3% less than prior budget submission.

Motion was seconded by Mary LeClair.

VOTE: Yes-7.

| | |
|---------------------------------|-------------------|
| Roll Call Vote: Joan Lyons, yes | Mark Wright, yes |
| John Kowalski, yes | Allen Waters, yes |
| Kate Milde, yes | Carlo D'Este, yes |
| Mary LeClair, yes | |

Allen Waters exited the meeting at 5:25 p.m.

Library Website

Carlo said it would be a win/win for everybody to get Library website done because the Friends of the Library said they would fund it. Ann Macdonald commented “that’s what we’re here for”. Carlo said there will be a link to Town Website. Carlo drafted a letter to the Town Manager that we’re moving forward with this. Carlo said this will save Town money. Kathy Mahoney said Chip Bishop recommended a couple of firms who design websites and said she will look at options that are available.

Friends of the Mashpee Public Library

Ann Macdonald, President of the Friends, distributed a copy of the Mashpee Friends of the Library Endowment document that was adopted and approved by the Friends. \$150,000 is in the fund, which includes the Selander challenge monies. Ann said the funds can be accessed within 2 days. In addition, she said the Friends have some money set aside. Ann provided the Endowment document copy for meeting reference only; and she collected the copies at the end of the meeting due to proprietary information concerns.

Communications

Mike Richardson – FinCom... Mike reported FinCom looked at budgets; and Town in reasonably good shape.

Next Meeting ...4 p.m. on Tuesday, February 9, 2016 in Library Conference Room.

Adjournment

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

Respectfully submitted,

Jean Giliberti
Recording Secretary

LISTED DOCUMENTS

Library Director’s Monthly Report and Circulation Report.
Select reduction options to drafted budget.
Friends’ Endowment Document.