

**BOARD OF LIBRARY TRUSTEES MEETING
TUESDAY, MARCH 8, 2016
MASHPEE LIBRARY CONFERENCE ROOM**

Present: Carlo D’Este, Mark Wright, Joan Lyons, Mary LeClair, Kate Milde, and Allen Waters (arrived 4:45 p.m.).

Absent: John Kowalski.

Also Present: Kathy Mahoney – Library Director
John Cotton – Board of Selectmen
Randy Hensley – Liaison, Friends of the Library

Audience: Marcia MacInnis – Mashpee resident.

Carlo D’Este, Chairman, called the meeting to order at 4:03 p.m. and stated for the record that the February 9th Trustees Meeting was not held due to snow weather conditions.

Carlo mentioned it has been an interesting month—Town Manager approved Library building their own website. In addition, the hiring of a full-time librarian has been approved and that will go to May Town Meeting for town budget approval.

Kathy Mahoney advised that the Town Manager wants to be certain that all positions in the department were legally created at some point in time. She conducted research to determine how all Library positions were formally created and shared her findings with the Town Manager. Kathy said according to Town Clerk, she is researching Town Clerk records on this matter as well on behalf of the Town Manager, and Kathy shared her research with the Town Clerk. John Cotton commented that in his new role as Town Manager, he is trying to determine how all Town department employee additions were done for purposes of transparency and accountability.

Approval of Minutes

Mary LeClair motioned to approve the Regular Meeting minutes of January 12, 2016 as presented. Motion was seconded by Joan Lyons.

VOTE: Yes-5.

Roll Call Vote: Joan Lyons, yes	Mary LeClair, yes	Carlo D’Este, yes
Kate Milde, yes	Mark Wright, yes	

Friends of the Mashpee Public Library

Carlo D’Este welcomed Randy Hensley, Friends Liaison to the Trustees. Randy said it is important to have in mind that the function of the Friends is fundraising for the Library and visibility for the Library and for the Friends. Randy said the Friends have been busy so far this year looking at and getting ready to assist in a number of projects—namely:

- Project Bread
- Dining for Books (raised \$700 last Fall)
- Christmas Concert event (may be held in Events Room)
- Participate in Castleberry Craft Fair in August
- Selander Golf Event
- Bought 2 copies of addiction on Cape Cod book for the Library.
- Friends working on an internal housekeeping project to clarify members who are involved or not involved in Friends and create a useful data base. The goal is to move towards an annual membership campaign drive, rather than rolling membership approach.

Reports

Kathy Mahoney's report for the months of February and March was reviewed.

Kathy reported that Sandwich and Bourne libraries are no longer in danger of losing certification from the State. Sandwich was able to receive a waiver after filing an appeal with the State; and Bourne has since received funding from their municipality. Kathy advised of a situation in Bourne where that town laid off employees, which resulted in employees in other departments bumping library employees based on job classification and seniority but were not necessarily a good fit for positions at the library. It made her realize the importance of accurate job descriptions and classifications.

Library Budget

Kathy presented several items that she was proposing for the Library, but pointed out they would all have to be taken under consideration in view of question of where funding would be available. Items discussed included the following:

- Purchase of book carts...high priority. Cost is \$5,000 maximum, which could come out of State Aid account.
- Replace low-level shelving upstairs with pull-out browsing bin...cost about \$17,000. This project is one of the goals in the Strategic Plan, but will have to be postponed at least a year in light of the commitment to provide \$18,000 toward the salary of a new full-time library employee. Both Carlo and Kathy noted that there was no question that the staff person was the priority over the shelving.

David DelVecchio had increased IT budget by \$10,000 to replace PC computers for Library, but that \$10,000 increase was cut from IT budget. Kathy said Falmouth Library told her Dell has a leasing program where library can lease about 50 new computers for \$10,000 per year for 3 years and at end buy any of the computers for \$1. The leasing cost includes Dell support. Falmouth is participating in this program at a cost of \$629/unit since they do not need to purchase monitors. If Mashpee Library were to participate then cost would be about \$750/unit since monitors would be needed.

Conclusion: Trustees discussed at length various scenarios and patron uses of computers at Library and then concluded that Kathy should talk with David DelVecchio further about the Dell leasing possibility and Kathy should contact Dell and obtain from them leasing option(s) available, along with price quotes.

Marcia MacInnis exited the meeting.

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

Library Building and Grounds Goals for FY16

Kathy advised that the Talbots were at the Library site yesterday looking at the grounds in connection with landscaping design project that Town is funding. Kathy also reminded the Trustees that Friends have beautification money allocated.

In addition to the grounds, Kathy said more lighting is needed in the lobby area; projector still waiting to be installed in the Events Room; and numerous other building projects can be identified.

Joan Lyons agreed to serve on Trustees Building and Grounds Subcommittee. Carlo D'Este and Mark Wright said they may decide to serve on this Subcommittee as well.

Website Design

Kathy distributed a 2013 web design proposal submitted by Internet Creations. Internet Creations is now named Coastal Mountain Design and Chris Boyd is still web designer. Kathy presented this old proposal for reference purposes only. Kathy said Coastal is the local company; they haven't done a library website, but they've done Children's Museum at no charge. Kathy said Library staff would be involved in website content and that Friends would be involved for their portion. She said no one can advertise on Town website, and can't promote commercial business on the website. Trustees input on look; logo; and how it works would be needed. Town Manager's approval of Library designing website was with caveat that it be coordinated with Town IT Department.

Conclusion: Trustees agreed the next step is for Kathy to contact Coastal Mountain Design and possible other firms, and to talk with Friends of the Library.

Library Policies

Kathy said at next Trustees meeting she would like to discuss Library Meeting Room Policy to be sure the policy is clear. For instance, is there equal access to the event; and how charges to attend are imposed. Are charges used for materials, speakers or how used? Not supposed to be profit-making event. Also, no collecting for raffle without permit. Does anyone from group live in Mashpee? Kathy said clarification is needed.

Communications

Library Memorials

Carlo said the tree planted in memory of Dianna Smith is dead and it is not on Library property. Carlo said we have to place a tree at a location on Library property, and it was originally planted on the strip of land still owned by Mashpee Commons. This project should be under Building and Grounds Subcommittee to determine what should be done. Also, this should be made part of Michael Talbot's landscaping design project now being worked on. It was suggested that Michael Talbot be invited to attend next month's Trustees meeting.

Discussion... Kathy Mahoney advised the annual ALA Conference is to be held at the end of June and she will plan to attend as she has every year. She said 20,000 to 30,000 attend. Conference is being held in Florida this year.

Next Meeting ...4 p.m. on Tuesday, April 12, 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 5:55 p.m.

Respectfully submitted,

Jean Giliberti
Recording Secretary

LISTED DOCUMENTS

Library Director's Monthly Report and Circulation Report.

Tucker shelving parts quote.

Library Goals/Action Plan FY16.

Internet Creations 2013 proposal.