

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

**Present:** Carlo D’Este, Mark Wright, Joan Lyons, Mary LeClair, and Kate Milde.

**Absent:** John Kowalski and Allen Waters.

**Also Present:** Kathy Mahoney – Library Director  
Randy Hensley – Liaison, Friends of the Library  
Virginia Scharfenberg – Talbot Ecological Land Care  
Chris Hendershot – Talbot Ecological Land Care

**Audience:** Marcia MacInnis – Mashpee resident.

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 March 8, 2016 as presented. Motion was seconded by Kate Milde.

VOTE: Yes-5.

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

**Library Landscape Design Presentation**

Virginia Scharfenberg addressed the Trustees and said she and her husband Mike Talbot are the owners of Talbot Ecological Land Care. She said over a year ago they were in contact with Catherine Laurent to come up with some landscape design ideas that would be nice and an improvement. About a year ago with Conservation Department they designed and installed 4 pollinator gardens within Mashpee and so they thought it would be nice to incorporate something like that at the library. Ginny introduced Chris Hendershot, Ecological Designer, who is new to their staff and worked up the design.

Chris Hendershot presented the conceptual plan, along with photos of various types of trees, shrubs, and 2 habitat-type plantings that could be considered. Chris said the conceptual plan is designed so it would not need intensive upkeep--would be more organic field. Ginny and Chris discussed the plan in detail—some of the highlights of the discussion included the following:

- Dense planting area can still enable anyone to view the building and parking lot from roadway, which is benefit to security patrol, etc.
- Kathy Mahoney advised the shed is being removed, but keeping arbor.
- Ginny noted the climbing hydrangea on one side wall of the building is doing well and that could be repeated on the other side of the building where it’s open.
- Ginny said almost all plants they work with are drought tolerant.
- Carlo D’Este asked whether there was some way to work in a small memorial garden. Ginny responded “yes”. She suggested perhaps doing so in the picnic area. She asked whether area to be defined as memorial garden area. Carlo said maybe something like a small plaque on memorial tree to identify as memorial. Kathy Mahoney noted that in addition to the Dianna Smith replacement tree, the Anton Buschenfeld tree is to be planted as well.
- Ginny recommended that compost/mulch be added where needed.

## **Library Landscape Design Presentation (continued)**

Mary LeClair and Kathy Mahoney mentioned the County Tree Farm and that the Town can purchase trees from the Tree Farm at cost. Ginny said they would check into this but she noted that they prefer getting plantings, etc. from source they know is very reliable.

**Conclusion:** The Trustees said they liked the Plan presented. They asked Ginny to come back to them with total cost showing list of plants and cost; trees and cost; and cost of shrubbery. In addition to total cost quote, Trustees asked Ginny to offer phase-in approach and cost related to each phase.

## **Friends of the Mashpee Public Library**

Randy Hensley, Friends Liaison to the Trustees, reported that the Selander Open Golf Event is to be held April 21, 2016. Carlo commented that this has been a successful event in the past for the Friends. Randy said it has.

## **Reports**

Kathy Mahoney's report for the month of April was reviewed.

## **Personnel**

Kathy noted that with all library staff except Library Director and Assistant Library Director now under the clerical union effective as of March 1<sup>st</sup> the budget has to be revised and re-evaluated to cover unanticipated costs. Kathy advised that questions have arisen about implementation of contract, but responses need to come from the union and from Town Manager.

## **Library Services/Challenges**

Carlo mentioned Channel 5-Chronical program on the challenges libraries face, which was informative.

Kathy reported that during the past month she has been working with Town Human Services Department, as well as with people from Community Connections and Duffy Healthcare. Kathy said Gail of Human Services has been a tremendous help in assisting in our request for information as to ways to help people in need of services. Gail connected us with Duffy and with VinFen and Duffy is willing to do training of library staff on how to recognize and work with patrons who might benefit from services available.

On another note, the library has had issues with group visits from local agencies lacking needed supervision for their clients. Kathy said she had a meeting with Human Services and Community Connections director and suggested they have smaller groups of clients visit the library at a time and establish a schedule of visits so that the library staff can better serve their needs. They said they will set up a program where someone from the library will go to the group's facility and do outreach. Kathy will work on policy for group visits of all kinds: school groups, adult care groups, etc.

Bridges at Epoch called to inquire about program at the library for their group.

Kathy said libraries are providing services to these groups and are being asked to provide such services more frequently. Kathy said she wants to ensure that we have policy in place to cover these services so she will work on a draft policy and submit to Trustees for review. She said the draft should probably be reviewed by outside counsel as well.

## **Town's New Website**

Kathy advised the Town's new website is going live on May 2<sup>nd</sup>. She will contact the IT Department to request they give access to the link to the Trustees.

CLAMS... Kathy reported CLAMS is taking measures to make searches more robust.

Mary LeClair exited the meeting.

### Building and Grounds Subcommittee

Kathy reported she met with the Building and Grounds Subcommittee on March 31<sup>st</sup> to review and prioritize the results of the assessment.

Joan Lyons reported there are 36 items on the “to be done” list. Joan said Mark Wright volunteered for light bulb replacement...and he said the one in the refrigerator has been replaced.

Joan stated her husband, an engineer, checked the Telex Assistive Listening System Device and is of the opinion our system is operational, but needs some tuning. The system was installed as part of the new building construction, but has never worked effectively due to static problem. Joan said she tried to contact original vendors who worked on the building project, but impossible to connect with anyone. She did find out the product is discontinued. Finally, Joan contacted Cape Cod Audio in Hyannis. He said he installed those systems on a couple of libraries on the Cape. He offered to test our system in his office free of charge and if the system is fine he would come to the library at cost of \$90 plus \$65 per hour to get the system operational. Joan and her husband will pick up the device tomorrow and will deliver it to Cape Cod Audio.

Kathy, Joan, and Carolyn met with KenMark to look at and get a plan for copiers/printers for the building.

- 2 copiers were purchased with the new building.
- Swipe card system for copier/printer. Patrons want a coin operation system.
- Leed Certified building so original idea was to keep printer/copiers to a minimum to be more efficient.
- Patrons ask about faxing/scanning. IT Department is reluctant to have public scanning. KenMark could give public printer/scanner/copier/fax machine, but revenue from public machine would not go to the library. Mark said he could set up a stand-alone machine, not connected to Town network. He talked about setting up a station for the public.
- Library generates about \$6,000 per year in revenue from printing/copying service, which Kathy is reluctant to lose. It goes into Revolving Account and supplements the materials budget.
- Joan said KenMark rep said machines are operating well so leave them alone; if problems develop, then replace.

Joan reported there were 7 non-working clocks in this building. She and her husband put new batteries in 5 of the 7 clocks and have brought them back to the library now. Kathy mentioned that in the past if clock is hanging on an outer wall they only last several days and then fail.

W. B. Mason coming Thursday to look at how office space use could be improved and will then offer proposed plan and price quote. The staff would like to add some partitions in the common work room to provide some separation between the main circulation desk and the Office Manager and Assistant Director. It is hard for them to concentrate and they might benefit from some dividers/partitions between workstations.

Flat screen TV for Events Room and projector to be replaced...cost price for installation needed.

## Building and Grounds Subcommittee (continued)

**Conclusion:** Mark Wright congratulated Joan Lyons on all her efforts. The Subcommittee will provide the Trustees with list of suggested building and grounds needs prioritized and costs. Kathy Mahoney said she would then go back to Catherine Laurent to discuss and prioritize projects. Trustees and Friends will be covering cost on many of the projects, but some of the smaller maintenance and repairs are completed by the DPW. Kathy will let Catherine (and IT Department if necessary) know what is identified as priority items. Kathy will building update and plan with her standard monthly report to Town Manager.

Kathy will ask Catherine for an update on security cameras since money due for next phase was not approved for the Capital budget.

## Discussion

### Staff Training

Kathy stated they haven't had library staff training for a while. She said AED and CPR training by Town should be scheduled since Certification about to expire. Also, Duffy training could be given at the library.

Library Policy Book...Kathy said she would like to get policy book updated...need new policies and some policies to be updated.

Summer food service program...Kate Milde asked whether this is going to be done. Kathy said there is a meeting on this on Friday; and it is something they do want to do. Meals provided for children through Project Bread.

Kate Milde asked whether Plymouth 400 Exhibit returning this year. Carlo D'Este said he will check to see whether anything going to be done this year. He said he believes they are talking about adding a couple of panels to existing exhibit.

Kathy Mahoney advised that National Volunteers Week is being celebrated this week. Library has about 40 volunteers and they are all getting gift certificates to Gelhfi's Chocolates.

Kathy said they are looking at having a special volunteers appreciation concert here at library sometime in the future, probably the fall when they are all in town. Kate Milde commented that she is looking at having her children do volunteering, along with her.

### Comment from Audience Attendee

Marcia MacInnis stated that the State budget is coming out on Thursday and asked are there any recommendations we tell them to support library funding. Kathy Mahoney responded that the important thing is that State representatives realize message of what libraries are doing and what services that are now required to be provided. Kathy handed out a copy of the State Legislative Agenda.

**Next Meeting** ...4 p.m. on Tuesday, May 10, 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.  
Landscape conceptual design plan, along with photos of trees/plantings.  
State Legislative Agenda