

**BOARD OF LIBRARY TRUSTEES MEETING
TUESDAY, JUNE 14, 2016
MASHPEE LIBRARY CONFERENCE ROOM**

Present: Carlo D’Este, Joan Lyons, Mary LeClair, Allen Waters, Marcia MacInnis, and Kate Milde.

Absent: Mark Wright.

Also Present: Kathy Mahoney – Library Director
Chris Hendershot – Talbot Ecological Land Care

Carlo D’Este, Chairman, called the meeting to order at 4:08 p.m. and welcomed Marcia MacInnis to the Board.

Approval of Minutes

Mary LeClair motioned to approve the Regular Meeting minutes of May 10, 2016 as presented. Motion was seconded by Kate Milde.

VOTE: Yes-3; Abstain-3

Roll Call Vote:	Kate Milde, yes	Marcia MacInnis, abstain
	Mary LeClair, yes	Allen Waters, abstain
	Carlo D’Este, yes	Joan Lyons, abstain

Library Landscape Design Project – Chris Hendershot

Chris Hendershot provided copies of a Landscape Design Plan that included the quantity of shrubs and trees they were suggesting be installed, and the listed pricing for the shrubs and trees. The pricing quoted is for materials only—no labor cost included. Chris said Talbot would have to do a proposal of what is to be installed in order to quote total cost of the project.

The layout Plan provided for the meeting. Chris will forward a large 24X36 full scale digital Plan to Kathy Mahoney.

The Design Plan was reviewed and discussed. Carlo D’Este noted that this project has to be prioritized and done in phases. He suggested doing the front area first; and forget the road area for now. He said he sees this going in 4 phases, maybe trees first and then add other items. All Trustees agreed a total cost for front area was needed for Trustees to move forward. Mary LeClair said we have to have a breakdown of the cost.

Chris Hendershot exited the meeting at 4:28 p.m.

Joan Lyons said the Landscape Plan is a modest one. Kathy Mahoney reminded the Trustees that the Friends already earmarked funds for landscaping beautification. Joan Lyons suggested that perhaps the Garden Club would want to donate money for this as well.

Kathy Mahoney suggested that certain parcels of land bordering the Library still belong to Mashpee Commons so their management would have to be contacted for approval when Landscape Plan is being proposed.

Consensus of the Trustees was reached that the front area tree planting should get done in the Fall. Kathy Mahoney is to contact Talbot to get quote by July Trustees meeting; and then go to Friends with request for funding. Carlo commented this would be money well spent and visible to everyone.

Friends of the Mashpee Public Library

Kate Milde said the Friends didn't have a meeting in June, but they do have on their agenda to discuss Library landscaping.

Reports

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

- Kathy advised that Seasonal Library Assistant accepted the offer and H.R. is doing reference checks. Kathy said she interviewed 4 candidates.
- Hiring 2 full-time Librarian positions now requires additional negotiations with Clerical Union. The titles and job description being changed have to go through the Union. Because Library Director is in another Union, she cannot be included in discussion with Clerical Union.

Mary LeClair exited the meeting 4:50 p.m.

- Kathy explained that Useful computer system technology would enable Library staff to manage the public computers from one computer, rather than have to go to each of the computers. She said Dell Computer leasing is still an option to be considered, but Useful may simplify the number of vendors involved in maintaining the system. She is planning to make a site visit to other Cape libraries that use the new system and will seek approval from the Mashpee Town IT Department. A decision needs to be made in the near future as the current computers are 7 years old and difficult to maintain.
- Kathy reported she has identified four vendors for website design proposals.
- Kathy said she is finishing the year as President of CLAMS, and will remain on their Executive Board as the Immediate Past President.

Building and Grounds

Kathy reported the Building Inspector found a few minor items during his inspection and Kathy is going to follow-up. In addition, the Building Inspector is doing the math and will determine Events Room occupancy limit. Kathy said every Town building is going to be inspected annually.

Kate Milde asked whether Library door locks discussed. Kathy said she will contact Town Manager to review the situation here that Library staff cannot lock doors to the Library. This prevents staff doing a lock-down; or even locking doors if Library closing unexpectedly. Also, need building evacuation plan for the Library.

Joan Lyons referred to updated work-in-progress listing of building and grounds subcommittee that was provided to the Trustees. A number of items on the list were reviewed, as well as estimates received thus far.

Joan then showed Floor Plan done by Bob Thorpe of WB Mason for 1st floor work station area and work space office behind the reference information desk upstairs. Estimated cost: \$17,400, includes material and labor. Trustees discussed possible funding resources for this project. Joan Lyons questioned where to get funding for the following 4 priority projects:

- Website – cost about \$5,000-\$7,000. Friends committed to funding this.
- Landscaping Project. Friends already earmarked funds for landscape beautification.
- Electrical work in Events Room for new overhead projector - \$1,800. Hopefully Friends will provide funding.
- Library office space/work stations - \$17,400. Kathy Mahoney to review available funding from State for building improvements and then seek Friends funding for short-fall.

Library Trustees – Annual Reorganization...Tabled for next meeting.

Next Meeting...4 p.m. on Tuesday, July 12, 2016 in Library Conference Room.

Adjournment

Marcia MacInnis motioned the meeting be adjourned; Allen Waters 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.

Talbot Landscape Design dated June 14, 2016

Building and Grounds Work-in-Progress List

WB Mason Library work space Floor Plan