

**BOARD OF LIBRARY TRUSTEES MEETING
TUESDAY, JULY 11, 2017
MASHPEE LIBRARY CONFERENCE ROOM**

Present: Joan Lyons, Mary LeClair, Matt Auger, Amanda Hall, Sandra Horsman, and Virginia Scharfenberg.

Absent: Allen Waters.

Also Present: Kathy Mahoney – Library Director

Mary LeClair, Chair, called the meeting to order at 4:03 p.m.

Public Discussion...None.

Approval of Minutes

MOTION: Sandra Horsman motioned to accept the Regular Meeting minutes of June 13, 2017 as written. Motion was seconded by Joan Lyons.

VOTE: Yes-6.

Roll Call Vote:	Joan Lyons, yes	Amanda Hall, yes
	Virginia Scharfenberg, yes	Sandra Horsman, yes
	Matt Auger, yes	Mary LeClair, yes

Friends of the Mashpee Library

Joan Lyons commented that if the Friends wanted to give a book of raffle tickets to her she would be happy to sell them for the Friends. Several of the Trustees offered to do likewise. Kathy Mahoney will contact Ann Macdonald, President of the Friends, to ask whether it would be appropriate for Trustees to participate in selling the raffle tickets.

Library Trustee By-Laws

Joan Lyons distributed a marked-up draft version of the Trustee By-Laws for the Trustees to review at their leisure and then the document will be discussed at the next Trustee meeting. In the meantime, Joan Lyons will check with Town Hall as to legal regulation, if any, regarding remote participation of board/committee members at executive session.

Reports

In reviewing Kathy Mahoney's monthly report and circulation statistics, the following topics were discussed:

Joan Lyons said she and former Trustee, Mark Wright, went to look at the Memorial Park walkway and the concrete used there was uneven and not attractive in appearance so they hoped that was not the concrete being proposed for the Library back entrance. Kathy explained that the memorial bricks at the back entrance are to be moved and placed at the side and concrete to be in the center walkway due to the bricks being slippery in the winter time.

Kathy Mahoney advised that the 2 defibrillators are all set now and there will be a refresher training course provided to the library staff.

Reports (continued)

FY18 Library Budget

Kathy distributed a copy of the final FY 18 library budget to the Trustees. She explained the process and timetable involved in presenting the budget and ultimately getting Town approval. Mary LeClair noted that the Library budget strictly covers library services. Mary explained that the Town covers everything else in other Town budgets—such as, for example, health insurance is paid from the HR budget; building maintenance is covered by the DPW budget; etc.

Kathy explained that state-aid grants depend on service factors. She said you get more money from the State if you lend to out-of-state individuals.

Definition of library fees vs. library fines... Kathy said a fee is charged for replacing a book that the patron “lost”. Another example: \$1.00 guest pass is charged for computer use if the guest chooses not to have a library card. A fine is imposed for late return of materials.

Kathy said fees and fines collected go into the Library Revolving Account and that’s the account that gets charged when we purchase a replacement for lost or damaged items, or for other Library programs and services.

Kathy mentioned the State report that shows Mashpee near the very top of the list of the State Circulation per Employee report. She explained the reason Mashpee Library at the top is because we circulate a high volume of material with relatively fewer staff members than other libraries.

Kathy advised that the Office Manager position at the Library is now open and she has proposed to the Town Manager to fill that position as a Librarian position. Kathy advised that she is working to revise all job descriptions and will submit a new job description to fill the recently vacated position of Office Manager.

Additional Topics

Mary LeClair asked the Trustees to think about the following topics and come to the next Trustee meeting with their input...

- How do you want the Board of Library Trustees to work?
- What committees should the Trustees have? In the past, the Trustees had the following subcommittees: Advocacy, Personnel, Finance (budget), building and grounds, By-Laws, and a liaison to the Friends.

Matt Auger said he was thinking along these lines and he would like to serve on the Advocacy Committee. Kathy Mahoney commented that advocacy is one of the major things the Trustees can do—namely, doing presentations to create public awareness to library services provided to the community. Kathy said think about your roles in the community—women’s/men’s clubs; homeowners’ associations; attending Chamber of Commerce meeting; etc. If you go to any of these, introduce yourself, and let them know about the library.

Mary LeClair said it’s really Advocacy/Education—educating the public, Finance Committee, schools, etc. Mary said it would be wonderful to have a High School Book Club.

Joan Lyons noted that it would be helpful to have a script with the “high” points—for instance, some people don’t know about e-books. Mary LeClair added: How many people know if their computer goes out they can go to the library to use a computer there?

Additional Topics (continued)

Virginia Scharfenberg asked: Does the Library offer a literacy class? Kathy responded “no”, but there is a literacy program offered at the High School to teach English as a second language. Kathy said a good number of tutors use the Library tutoring students.

Matt Auger commented that Kathy does a terrific job as Library Director and Kathy gave a brief rundown on her educational and experience background. The Trustees were duly impressed and all said she and the staff are doing a fantastic job...all are hard working and conscientious.

Next Meeting... 4 p.m., Tuesday, August 8, 2017 in the Library Conference Room.

Adjournment...

Virginia Scharfenberg motioned to adjourn the meeting; Sandra Horsman seconded by motion; and the motion was unanimously passed. The meeting adjourned at 5:45 p.m.

Respectfully submitted,

Jean Giliberti
Recording Secretary

LISTED DOCUMENTS

Library Director's monthly report.
FY-18 Library Budget
Draft proposal re Trustee By-Laws