

**BOARD OF LIBRARY TRUSTEES MEETING  
TUESDAY, AUGUST 8, 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 4:02 p.m.

**Public Discussion...**None.

**Approval of Minutes**

**MOTION:** Virginia Scharfenberg motioned to accept the Regular Meeting minutes of July 11, 2017 as written. Motion was seconded by Joan Lyons.

**VOTE:** Yes-6.

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

**Friends of the Mashpee Library**

Kathy Mahoney reported that the Friends would like to move toward having an annual appeal, rather than a membership drive. To that end, the Friends prepared a draft letter, which Amanda Hall read aloud to the Trustees. The Trustees offered several suggested edits to the draft—namely, include a statement that the donation would be tax deductible; clarify wording so it is clear this is the first time Friends doing an annual appeal; and inform members of the Friends that the annual appeal is being done in lieu of membership drive/membership fee.

**Reports**

Kathy Mahoney’s monthly report and circulation statistics for July-2017 was reviewed and discussed.

**Budget**

Regarding budget, Trustees raised 3 questions:

1. How does Library Director calculate Library budget? Kathy responded that basically the Town Manager sets the guidelines; budget is to sustain services.
2. Staff positions that are not filled...are they budgeted? Response, “yes”.
3. Why have staff positions not been posted? Kathy explained that job descriptions had to be updated; Union has to review updated job descriptions; and then can be posted. Kathy assured the Trustees everything is being done to move the process along.

## **Reports (continued)**

### Website

Kathy asked the Trustees how they wanted the Trustees represented on the website. The consensus of the Trustees was to have a group photo. Kathy said she will contact the photographer to be at the next Trustee meeting, September 12<sup>th</sup>.

The Trustees do want to have Trustee email on the website.

Regarding motto or logo, the Trustees indicated they would have to brainstorm on this point. They will address again at next meeting.

### Bulletin Board Usage Policy

Kathy presented a drafted change to the Library Bulletin Board Policy. Kathy explained she would like feedback from the new board of Trustees to give Library staff a comfort level in what is or isn't to be posted. Kathy said most people realize it's not a given right to be able to post on the bulletin boards, but the Library now receives an excessive amount of posters, flyers, pamphlets, and rack cards. There is not enough space to post everything, even if it were all appropriate, and not simply advertising or business promotions. She said perhaps the guidelines need to be refined.

Library has 3 bulletin boards:

- 1<sup>st</sup> Floor – Only Library services posted.
- 2<sup>nd</sup> Floor – Community postings such as notices from Town; Town Warrants; job opening in Town; Red Cross Blood Drive; etc.
- Children's Room – for their purpose.

Kathy said any posting request must go through the Library Director. The Trustees had a lengthy discussion on bulletin board postings. Mary LeClair was of the opinion that it should be left to the Library Director to determine what should or should not be posted. Ginny Scharfenberg commented that she likes the policy, and doesn't think the policy should be too specific. Matt Auger said bulletin board posting is a service of sorts that the Library is having a hard time meeting.

Kathy suggested we could use some of the flat monitors and do electronic signage, but we do need guidelines and control. The Trustees were enthused with this idea.

**Conclusion:** Matt and Kathy will work on bulletin board usage and perhaps at the next Trustee meeting they will have some ideas for the Trustees to review.

## **Library Trustee By-Laws**

Joan Lyons informed the Trustees that she met with Town Clerk and clarified remote participation at regular meetings.

**Conclusion:** Joan Lyons made a motion to amend the Mashpee Board of Library Trustee By-Laws as presented at last month's Trustee Meeting with the edits now made at this meeting regarding remote participation. Motion was seconded by Sandra Horsman.

Discussion: Virginia Scharfenberg requested further clarification of Article V pertaining to remote participation and Article VI pertaining to adequate and proper selection of books.

Participating in a meeting remotely, the member is counted as attending and can vote; however the member is not counted as part of the quorum. A member must be physically present to be part of the quorum count.

Article VI...Kathy Mahoney explained the need to have a Collection Development Policy in the event, for instance, someone challenged the library to remove all books—for example, all Harry Potter books. Kathy said in addition to a Collection Development Policy, State law protects librarians who select library materials from being removed from their job because of selection choices, as long as a good faith effort was made to comply with the library's Collection Development Policy.

Matt Auger raised the question of why under Article V, Section 2, the election of officers is right after the May Town election. He pointed out that he was elected in May and in June the Chair and Vice Chair were elected. He suggested that if the officers were elected several months later then he would be informed having attended several meetings prior to the election. Mary LeClair and a number of the Trustees said they understood this position and that this is the first time there were 4 openings on the Board at one time. Mary said she felt the Trustees should address this matter at the November or December meeting.

The vote was taken on the motion to amend the By-Laws:

VOTE: Yes-6.

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

## **Library Trustees**

### **Role of the Library Trustees**

Kathy Mahoney prepared a manual of documentation for each of the Trustees. Also, she gave each of them a draft "position description" document simply listing the Purpose, Duties, and Responsibilities of Library Trustees.

Corresponding Secretary... Tabled for next meeting.

### **Subcommittee Appointments**

- Finance – Joan Lyons and Mary LeClair.
- Advocacy – Matt Auger and Amanda Hall.
- Liaison to the Friends – Sandra Horsman.

**Next Meeting...** 4 p.m., Tuesday, September 12, 2017 in the Library Conference Room.

**Adjournment...**

Joan Lyons motioned to adjourn the meeting; Sandra Horsman seconded by motion; and the motion was unanimously passed. The meeting adjourned at 5:50 p.m.

Respectfully submitted,

Jean Giliberti  
Recording Secretary

**LISTED DOCUMENTS**

Library Director's monthly report.  
Draft amendment to Trustee By-Laws – approved.