

**BOARD OF LIBRARY TRUSTEES MEETING
TUESDAY, JUNE 13, 2017
MASHPEE LIBRARY CONFERENCE ROOM**

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

Also Present: Kathy Mahoney – Library Director

Audience: Ann Macdonald – President, Friends of the Mashpee Library

Joan Lyons, Chair, called the meeting to order at 4:03 p.m. and welcomed the newly elected Trustees to the Board. Joan congratulated them and thanked them for their willingness to serve.

Public Discussion

Ann Macdonald addressed the Board and gave a brief overview of the role of the Friends. Ann explained that the Friends is the fundraising entity for the library.

- Friends started an endowment 1-1/2 years ago, which is doing well and has \$151,000 right now.
- Friends working on several initiatives –They are planning to sell about 1,200 raffle tickets at \$10 each starting in July. Friends will sell the raffle tickets outside the local supermarkets; tickets will be available at Market Street Bookshop in Mashpee Commons; and Friends is going to try selling the tickets on their website using PayPal.
- This summer Friends will launch an annual appeal—this is something they’ve never done before.
- Goal: Raise \$25,000 per year. In addition, they also want to raise some money to keep the endowment growing.

Finally, Ann invited the Trustees to attend a Friends event at the library on July 6th at 3:30 p.m. to honor Ed Defoe for his many, many years of volunteer efforts for the library; and also Carlo D’Este, retired Trustee, will be presented with an honorary membership to the Friends of the Library for his many years of service as a Library Trustee. Ann said the regular monthly meeting of the Friends will follow the event and all are welcome to attend the meeting as well.

Ann Macdonald exited the meeting at 4:10 p.m.

Approval of Minutes

Six Trustees attended the May 9, 2017 regular meeting of Trustees. Unfortunately three of the Trustees in attendance did not seek re-election; therefore only three remaining Trustees are available to act on approval of the May 9th minutes.

MOTION: Mary LeClair motioned to accept the Regular Meeting minutes of May 9, 2017 as written. The motion was seconded by Allen Waters; and Mary LeClair; Allen Waters; and Joan Lyons approved the motion. The newly elected Trustees abstained.

Orientation of new Trustees

Kathy Mahoney explained that the idea was that this meeting was to focus on the Trustees. Kathy is putting a binder together for each of the Trustees that will include helpful reference tools, such as Open Meeting Law guidelines; the library Strategic Plan; library budget; etc.

There followed a lengthy discussion and question and answer period covering the topics of Open Meeting Law; of the role of the Library Trustees; the role of the Friends; the CLAMS material sharing network; and the services and impact of the library on the community in today's environment. Some of the highlights of the discussion included the following:

Why is there a Board of Library Trustees? Kathy Mahoney said Massachusetts in the 1800's passed an Act that allowed towns to form a public library with the provision that a board of library trustees be installed to oversee the library. One reason for this was to remove libraries from the sphere of political/government influence and ensure that they remained a source of "unbiased" information for the community.

Role of Trustees/Role of Friends. Trustees can fundraise, but there are restrictions that must be followed since the Trustees are elected officials. Therefore, Trustees generally oversee the library and are responsible for policy matters; and Friends handle the fundraising.

CLAMS. This is a material sharing network. Currently there are 9 such networks throughout Massachusetts.

Kathy Mahoney provides a monthly Library Director's report to the Trustees for their review at the regular monthly Trustee meeting. While circulation statistics are part of the monthly report, it is most important for the Trustees to look at services and programs being offered to the community; and for Trustees to be planning strategically for future needs of the community as a whole. Consider items such as more programs for all ages; meeting room usage; etc.

Strategic Plan. Kathy explained that this will be updated in the next several months and that this is the final year. Kathy said the Plan has to be approved by the State; and the State has requirements for the process of the planning. Having a Strategic Plan is one of the requirements to get a grant.

Cape Library Funding. Do all Cape libraries receive town funding? Kathy responded that some Cape libraries are private libraries, and may receive some funding from their towns (but not all of it) and they are not governed by the town. She said as a for instance, all Barnstable libraries are private and the town gives them some money to share amongst themselves but does not cover their operation. The funding from the town is considered a grant, and the employees are not town employees.

Library Staff. Why are there position vacancies? Do Trustees advocate on issues such as staffing? Would Friends fund staffing? Kathy responded that the positions are vacant, but are funded so the positions will be filled. Kathy said when the annual budget is presented that is when a case is made for any new expenses. Town manages employees of the library since all are town employees and belong to various town unions. Kathy said the Trustees set policy regarding the library building, etc., but do not set personnel policies. Kathy said Friends have not wanted to fund staffing, but if there was something unique they might consider doing so.

Choosing Library Materials. Kathy explained the process for choosing library materials. She said the library does not "censor" per se but does look at "community standard" material. Kathy said library has a policy insofar as how we select materials. She said we must be objective. Choices are available and it is up to the individual to decide to borrow material or not.

Library Trustees – Annual Reorganization

Election of Officers

Motion: Joan Lyons motioned to nominate Mary LeClair to serve as Chair.

Amanda Hall seconded the nomination.

VOTE: Yes-5; and 2 abstain.

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

Motion: Mary LeClair motioned to nominate Joan Lyons to serve as Vice Chair.

Allen Waters seconded the nomination.

VOTE: Yes-5; and 2 abstain.

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

Meeting Schedule

The Trustees were asked to place the regular Trustee meeting on their calendar for 4 p.m. on the second Tuesday of each month and were given the dates for July through December. The next scheduled meeting is for 4 p.m., Tuesday, July 11, 2017 in the Library Conference Room.

Mary LeClair exited the meeting at 5:25 p.m.

Matt Auger asked if we can borrow materials from the Boston Library. Kathy said the Boston Library is for the Commonwealth and anyone in Massachusetts can get an e-card and use the Boston Library services free of charge.

Adjournment...

Sandra Horsman motioned to adjourn the meeting.

Motion was seconded by Matt Auger.

VOTE: Yes-5; and 1 abstain.

Roll Call Vote: Joan Lyons, yes	Virginia Scharfenberg, abstain
Sandra Horsman, yes	Amanda Hall, yes
Allen Waters, yes	Matt Auger, yes

The meeting adjourned at 5:45 p.m.

Respectfully submitted,
Jean Giliberti
Recording Secretary