

**BOARD OF LIBRARY TRUSTEES MEETING  
TUESDAY, NOVEMBER 14, 2017  
MASHPEE LIBRARY CONFERENCE ROOM**

**Present:** Mary LeClair, Joan Lyons, Sandra Horsman, and Matt Auger,

**Absent:** Amanda Hall, Virginia Scharfenberg, and Allen Waters.

**Also Present:** Kathy Mahoney – Library Director

Mary LeClair, Chair, called the meeting to order at 4:08 p.m.

**Public Discussion...**None.

**Approval of Minutes**

**MOTION:** Matt Auger motioned to accept the Regular Meeting minutes of October 10, 2017 as written.

Motion was seconded by Joan Lyons.

VOTE: Yes-4.

|                 |                     |                   |
|-----------------|---------------------|-------------------|
| Roll Call Vote: | Sandra Horsman, yes | Matt Auger, yes   |
|                 | Joan Lyons, yes     | Mary LeClair, yes |

**Friends of the Mashpee Library**

Sandy Horsman said there are two important happenings to report:

1. The Friends' first annual solicitation letter went out and they have collected about \$6,500 to date. Sandy encouraged everyone around the table to give to the best of their ability.
2. The Annual Meeting of the Friends will be held Thursday, December 7, at 4 p.m. at the Library. The Friends would very much appreciate having the Library Trustees attend. They hope to present the Friends of the Year Award at that meeting. They are going to make the presentation to the Selander family, in absentia, in memory of Gloria Selander.

Kathy gave the solicitation letter from the Friends to all present at this meeting. She was asked to hand-deliver, rather than having the letters mailed.

**Reports**

Kathy Mahoney's monthly report with circulation statistics for October-2017 was reviewed and discussed at length.

**Personnel**

Kathy advised that yesterday she received the approval for the hiring of the full-time librarian and the position will probably be posted shortly.

## Reports (continued)

### Building

The Trustees discussed possible options for getting the \$3,000 boiler installed to heat the entrance walkway at the Library. Each of the Trustees offered comments as to the pros and cons of requesting funds through the Friends or through the Town. The consensus was reached that Kathy Mahoney should pursue the request further with DPW in the hope to have the Town provide the funds and complete the boiler installation in a timely manner.

### Website

Kathy reported that the new, redesigned Library website is still being developed, but she displayed the website as redesigned thus far on her laptop for the Trustees to view.

### Policies

Bulletin Boards...Kathy showed a huge number of different notices that were submitted to get posted on the Library bulletin board. These notices were from various sources—for instance, from other libraries; schools; Cotuit Arts Center; concerts; assisted living center; etc. Kathy explained all did not get approval to be posted.

Kathy asked the Trustees to think about what the Library bulletin board policy should be. For instance, should postings be restricted to just Mashpee groups; categorize as nonprofit only; what about fundraisers? Kathy reminded the Board that the bulletin board upstairs posts Town notices and notices from the Library.

Kathy will work on a proposed bulletin board draft for the next Trustee meeting. In addition, Meeting Room policy will also be discussed at the next meeting.

Strategic Plan... Trustees to look at the Strategic Plan starting next January. Sandy Horsman commented that she read the Strategic Plan and said she can see how many things were done.

Joan Lyons said she checked the list of state grants at the website provided by Kathy. She saw some innovative grants for \$30,000. Kathy explained that applicant must write their own innovative grant and it is a lot of work and time-consuming to do this. Kathy said Chatham just did a \$27,000 grant.

Kathy said one of Carolyn's goals is to write an LSTA grant and she has mentioned an interest in pursuing a grant to digitize the Mashpee Enterprise, so that may be an option. Kathy will support whatever grant Carolyn chooses to pursue.

Kathy said you can do one grant per year; and we have done one for this year. Kathy said letters of intent are due in December. Mashpee Library does 2 or 3 letters and then selects one.

### CLAMS

Kathy said CLAMS is in transition and she outlined in great detail in her printed report the situation facing the CLAMS membership.

- Vendor for network's software is no longer supporting their software on servers and wants all clients to switch to a cloud based solution. The cost of using cloud based solution is more expensive than maintaining servers.
- Kathy said CLAMS is having a professional financial analyst come in to look at the sustainability of network service options and to assist in developing possible options to cost share or join with other networks in the state to provide services.

## **Library Trustees**

### **Trustee orientation and education discussion**

Mary LeClair announced that some very good topics were offered at the Cape Cod Philanthropy Day workshop that she and Kathy attended. Mary said she will put together information she learned about board meetings for the next Trustee meeting.

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

### **Adjournment**

Sandra Horsman motioned to adjourn the meeting; Joan Lyons seconded the motion; and the motion was unanimously passed. The meeting adjourned at 5:55 p.m.

Respectfully submitted,

Jean Giliberti  
Recording Secretary

### **LISTED DOCUMENTS**

Library Director's monthly report.