

**BOARD OF LIBRARY TRUSTEES MEETING
TUESDAY, DECEMBER 12, 2017
MASHPEE LIBRARY CONFERENCE ROOM**

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

Absent: Allen Waters.

Also Present: Kathy Mahoney – Library Director

Audience: Ginny Farwell – President, Friends of the Mashpee Library

Mary LeClair, Chair, called the meeting to order at 4:12 p.m.

Public Discussion...None.

Approval of Minutes

MOTION: Sandra Horsman motioned to accept the Regular Meeting minutes of November 14, 2017 as presented. The Motion was seconded by Joan Lyons.

VOTE: Yes-4; 2-Abstain.

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

Friends of the Mashpee Library

Ginny Farwell, newly elected President of the Friends, said she wanted to attend this meeting because she will be away all winter. Ginny said in her absence Ann Macdonald will cover anything that arises. In addition, the Friends have a newly created Work Force group, which will be a real benefit.

Ginny reported that:

- The Friends had a very successful annual appeal drive and are very happy with the outcome. Approximately \$15,000 has been raised so they will do this again next year.
- Friends have 2 new members-at-large.
- Friends raised about \$23,000 so far, so will probably reach the \$25,000 goal they set for this year.

Reports

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

Mary LeClair asked if Kathy had an estimate as to when Library would be at full staff level. Kathy said everything is moving right along and all things considered it may be the end of February to have all positions filled.

Reports (continued)

Joan Lyons asked if the heating for the sidewalk was going to be installed now. Kathy responded that she talked with the DPW Director. So far, \$4,200 has been spent on the sidewalk and at this point in the year the DPW Director is not comfortable installing the boiler component to heat the sidewalk due to costs and budget constraints. The DPW Director will evaluate available funds in May-2018 and schedule installation for then, if possible, or after July 1, 2018, when the new budget year begins. Kathy pointed out that no other town building has heated sidewalk and that the newly installed sidewalk is more level and will be easier to maintain than the brick walkway. The consensus of the Trustees was to see what happens in July.

Bulletin Board Policy

Kathy provided a proposed Bulletin Board & Literature Display Policy draft, which the Trustees reviewed and discussed in detail. Sandy Horsman asked whether this draft would have to be referred to Town Counsel. Kathy said a policy such as meeting room policy, yes; but Trustees approval of Bulletin Board Policy would be sufficient.

Sandy questioned “educational in nature” wording since everything could be considered by some as “educational”. Virginia Scharfenberg commented that the policy specifies it is up to the Library Director’s discretion as to what gets posted and that is important. Kathy said “yes” she is the first line of discretion but the Library Trustees must be on board with regard to the decision.

Matt Auger pointed out that on page 2 at the third bullet it reads “due to space limitations”. However, under Procedures the third item stated “due to limited display space”. Matt suggested policies have consistency and therefore wording for both should read the same. Other term might be “as space permits” or “as space allows”, but be consistent.

MOTION: Joan Lyons motioned to approve the Bulletin Board & Literature Display Policy as presented. The Motion was seconded by Sandra Horsman.

VOTE: Yes-6. Unanimous.

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

Gift Policy

Kathy provided a copy of the gift policy with the recommendation to amend the gift policy by deleting the last sentence of the first paragraph under Cash, Securities, Real Estate section. Kathy explained that sentence provides that the Library Director will keep a record of the gift and the Trustees’ Corresponding Secretary will send the donor a letter of acknowledgment. In effect, the Library Director has been sending the acknowledgment letter. The Trustees agreed and Mary LeClair stated that the Library Director should still continue to inform the Trustees of any donation received, as well as the donor. Kathy said absolutely she does this.

MOTION: Matt Auger motioned to approve the Gift Policy as amended. The Motion was seconded by Sandra Horsman.

VOTE: Yes-6. Unanimous.

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

Meeting Room Policy ... Tabled for next meeting.

Meeting Schedule

The Trustees confirmed their regular meetings are scheduled for the second Tuesday of each month. All meetings start at 4 p.m.

For the period January-2018 to June-2018, the meeting dates are: January 9, February 13, March 13, April 10, May 8, and June 12.

Next Meeting: 4 p.m., Tuesday, January 9, 2018 at the Mashpee Library Conference Room.

Library Trustees

Trustees Orientation

Mary LeClair asked the Trustees if they would like to have somebody come to a meeting to discuss Trustee participation or continue to proceed as we do now. The Trustees indicated they were comfortable with how the process is now. Kathy Mahoney mentioned she recently had brunch with Cindy Roach and perhaps as we get closer to doing the Strategic Planning she could offer guidance. The Trustees were unanimously in favor of doing this at the strategic planning timeframe.

Adjournment

Virginia Scharfenberg motioned to adjourn the meeting; Sandra Horsman seconded the motion; and the motion was unanimously passed. The meeting adjourned at 5:40 p.m.

Respectfully submitted,

Jean Giliberti
Recording Secretary

LISTED DOCUMENTS

Library Director's monthly report.
Draft Bulletin Board Policy
Draft Gift Policy