

**BOARD OF LIBRARY TRUSTEES MEETING  
TUESDAY, JANUARY 9, 2018  
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

Mary LeClair, Chair, called the meeting to order at 4:03 p.m. and stated that following the approval of minutes the Board would address the Library Director's reports since review of the meeting room policy is going to be time-consuming.

**Public Discussion...**None.

**Approval of Minutes**

**MOTION:** Sandra Horsman motioned to accept the Regular Meeting minutes of December 12, 2017 as presented. The Motion was seconded by Joan Lyons.

**VOTE:** Yes-6. Unanimous.

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

**Reports**

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

Sandra Horsman asked about the on-going issues associated with the new electronic systems installed in the library, and whether Kathy is comfortable with the choice of vendor. Kathy responded that the vendor is doing work throughout the entire Town in coordination with the DPW and IT departments and believes any glitches with the new systems will be addressed in the near future so she is not overly concerned about the abilities of the vendor to address the issues.

Matt Auger noted Kathy's participation as a member of the Mashpee Substance Use Task Force, and asked about the Library's role in the group. Kathy said many libraries participate in these sessions in their communities. She noted that the Library is a resource center; last year Mashpee Library hosted the "Hidden in Plain Sight" exhibit with the Mashpee Schools; people come to the library to look for information such as where do they get help; and this task force is a Town effort. Kathy said it is recognizing that every community and its residents are impacted by substance use. Kathy said that as part of a recent First Aid/CPR training she and a number of the staff received instruction in the use of Narcan, though the Library does not maintain a supply of it for use.

**Meeting Room Policy**

The currently approved meeting room policy was reviewed by the Trustees. A lengthy review of the first portion of the policy document began and some of the comments/points raised are listed below. Due to time constraints, the latter portion of the meeting room policy will be addressed at the next Trustee meeting.

## Meeting Room Policy (continued)

Sandy Horsman asked if meeting rooms are available to Mashpee groups only. Kathy said that priority could be established for Mashpee-based groups, but there are many regional groups that service Mashpee, and have Mashpee members.

Joan Lyons asked if the process of submitting meeting room applications can be managed electronically once the new website features are complete and suggested compiling a list of “already approved” groups. Kathy said we could create such a list, but an approval for a group to have one type of meeting does not necessarily mean they can hold any type of activity at the Library, and groups would need to submit some type of application request for each date, and agree to policy each time.

Matt Auger commented that with electronic processing this meeting room procedure is going to get easier to control. However, he warned that the Library should not do duplicate electronic and paper processing.

There was a discussion that since current meeting policy is that no political activities are to be held at the Library, a political party’s caucus would be considered a political activity since that is an election. It was suggested that in the policy where it says “political activities” this should be clarified by stating “political activities, such as campaign events, caucuses, fundraisers”.

Kathy said we have to set boundaries and have a time requirement—for instance, application must be submitted at least 2 weeks in advance and confirmation will be sent within, say, a week. Kathy said an applicant cannot just call in and expect instant response.

Matt asked Kathy if her preference is for the Library to charge fees for meeting room use. Kathy said we can only charge to cover actual cost outlays, such as facilities/custodial, and cannot make a profit from the building. Matt said sometimes charging is a way of controlling and limiting demand. Kathy noted that also limits access for groups who could not afford to pay fees.

**Next Meeting:** 4 p.m., Tuesday, February 13, 2018 at the Mashpee Library Conference Room.

## Adjournment

Joan Lyons motioned to adjourn the meeting; Amanda Hall seconded the 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.  
Meeting Room Policy