

**Board of Library Trustees Meeting  
Tuesday, October 15, 2019, 4:00 p.m.  
Mashpee Public Library Conference Room**

**Present:** Ann Macdonald, Joan Lyons, Mary LeClair, Sandra Horsman, Virginia Scharfenberg, Matthew Auger

**Absent:** Amanda Hall

**Also Present:** Kathy Mahoney - Library Director  
Carolyn Savage - Assistant Library Director

Joan Lyons, Co-Chair, called the meeting to order at 4:03 p.m.

**Public Comment**

None

**Approval of Minutes**

Joan Lyons moved to approve the Regular Meeting minutes of September 10, 2019 and to amend the date of the September meeting minutes on today's agenda from August 13, 2019 as posted on the agenda to September 10, 2019. Motion was seconded by Sandra Horsman.

VOTE: Yes-5

Roll Call Vote: Sandra Horsman, yes                      Joan Lyons, yes  
   Ann Macdonald, yes                      Mary LeClair, yes                      Virginia Scharfenberg, yes

**Strategic Planning**

● **Preliminary Draft/ Outline of Plan Priorities**

Consultant Deborah Hoadley reviewed the Strategic Plan and forwarded her editing suggestions. Ms. Hoadley has a 100% approval rating with the Massachusetts Board of Library Commissioners on the strategic plans she has developed and expects the Library's to be approved as well.

The Board reviewed the Library's Mission Statement, and it was determined that adding a Vision Statement to the Plan was not necessary. There was a discussion about the statistics in the Community Overview section that were surprising to some Board members.

(Matthew Auger entered the meeting at 4:16 p.m.)

Some minor wording edits and the utilization of more general, non-library terminology was suggested in some areas. Overall, the Board is pleased with the concise language and final draft of the plan.

**Motion:** Mary LeClair motioned to approve the plan as amended at the meeting.

Motion was seconded by Ann MacDonald.

VOTE: Yes-6

Roll Call Vote: Sandra Horsman, yes	Joan Lyons, yes	Virginia Scharfenberg, yes
Ann Macdonald, yes	Mary LeClair, yes	Matthew Auger, yes

### **Library Director's Report**

- Town wide emergency planning: The Library will attend a town wide planning session related to climate change and vulnerable communities.
- An upgraded energy management system will be installed in the library. The current system has been in use since the library was built.
- One of the main Library doors had mechanical failure and was repaired.
- There are currently two vacant part-time positions at the Library. The challenges associated with part-time positions and turnover rate were discussed.
- The proposed 2021 Library Budget was reviewed. It will be a 1.1% increase over last year. However, the salary figures do not reflect any new terms which may be negotiated through collective bargaining

(Mary LeClair exited the meeting at 5:30 p.m.)

### **Policy Updates**

The Mashpee Board of Selectmen adopted a Public Participation at Public Meetings policy. It was suggested that the Board of Library Trustees draft a similar policy for use at their meetings. They will work on that for or at the next meeting.

### **Friends of the Library Report**

The Friends are gearing up for next year and are currently working on their Annual Appeal. The Library's 10th Anniversary next year will be celebrated with a miniature golf event.

### **Next Meeting**

- Next regular Trustees Meeting: 4:00 p.m. on Tuesday, November 12, 2019 in the Library Conference Room.

### **Adjournment**

Virginia Scharfenberg motioned the meeting to be adjourned. Ann Macdonald seconded the motion. The meeting was adjourned at 5:54 p.m.

Respectfully submitted,

Carolyn Savage  
Assistant Library Director

LISTED DOCUMENTS

Library Directors Report  
FY21 MUNIS Budget Proposal  
Strategic Plan-Draft  
Sample Vision Statements