

**Board of Library Trustees Meeting  
Tuesday, June 11, 2019  
Mashpee Public Library Conference Room**

**Present:** Joan Lyons, Mary LeClair, Sandra Horsman, Virginia Scharfenberg, Amanda Hall, Matthew Auger

**Absent:** Ann Macdonald

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

Joan Lyons, Co-Chair, called the meeting to order at 4:05 p.m.

A moment of silence was held for the late Mashpee Selectman John Cahalane who passed away on Saturday, June 8. All Mashpee Town offices, including the library, will be closed on Friday, June 14 in his honor.

**Approval of Minutes**

Mary LeClair moved to approve the Strategic Planning Meeting SOAR Exercise Meeting minutes of April 24, 2019 as presented. Motion was seconded by Joan Lyons.

VOTE: Yes-6

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

Sandra Horsman moved to approve the Trustees Visioning Exercise Meeting minutes of May 14, 2019 as presented. Motion was seconded by Ginny Scharfenberg.

VOTE: Yes-6

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

Joan Lyons moved to approve the Strategic Planning Committee Visioning Meeting minutes of May 15, 2019 as presented. Motion was seconded by Mary LeClair.

VOTE: Yes-6

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

## **Strategic Planning**

- **Trustees Discussion of Strategic Planning Committee Community Visioning:**

The diverse group of community members who attended this meeting were successful in generating thoughtful ideas. At the end of the meeting, participants were asked to write down the one most important role the library could play in the community.

Consultant Deb Hoadley's report combined and organized the suggestions into a list of 14 items. Deb did an excellent job of putting a meeting report together from an overwhelming amount of suggestions. These suggestions will be used to create specific strategic planning goals.

- **Community Survey:**

The draft Strategic Planning Survey created by consultant Deb Hoadley was reviewed. She would like to launch the survey by July 9 and is interested in any questions or thoughts the Trustees have. The data gathered by the survey will help define the goals of the strategic plan. The goal of the survey is to get actionable information. Removing or combining questions to shorten the survey was discussed as a way to encourage a higher completion rate by respondents. We would like feedback on physical use of library space; extending the library out to other groups/ locations, sustainability (financial, connection to patrons, environmental/ repair programs). It was suggested to add a residential question: Are you a Mashpee resident? Full/part time resident? We want to know what users want in the future and are they currently getting what they want from the library.

Possible methods of administering the survey will be: online through the library website, print surveys made available inside the library, and handing out print surveys or links to the online survey at grocery stores or sending home with students at schools.

Kathy Mahoney suggested the possibility of doing small, micro surveys each year of the strategic plan that would focus on a specific area. We could narrow down to three or four important questions to focus on at a time. We could leave out questions pertaining to demographics.

## **Library Director's Report**

Police Chief Carline would like to make safety training an annual activity for all town buildings, including the library and would include mental health aspect in the training. The library director and assistant director now have access to an application that will allow them to lock/unlock the library building without having to contact the DPW.

Kathy Mahoney has spoken with the Audible Ledger about a collaboration to assist them in getting more volunteer readers by using the library for recording. The Audible Ledger suggested recording a radio play at the library and patrons would be able to be a live audience.

### **Friends of the Mashpee Public Library Report**

Sandra Horsman reported that the Friends are selling raffle tickets for their calendar of prizes fundraiser. Tickets may be purchased at Market Street Book Shop, online through the Friends' website, and at grocery stores. Sales are off to a good start.

### **Policy Updates**

None

### **Trustee Advocacy**

This is a great way to connect with the community and more visits to other organizations will be scheduled.

### **Next Meeting**

- Next regular Trustees Meeting: 4:00 p.m. on Tuesday, July 9, 2019 in the Library Conference Room.

### **Adjournment**

Virginia Scharfenberg motioned the meeting to be adjourned. Joan Lyons seconded the motion. The meeting was adjourned at 6:15 p.m.

Respectfully submitted,

Carolyn Savage  
Assistant Library Director