

**BOARD OF LIBRARY TRUSTEES MEETING
TUESDAY, JUNE 9, 2015
MASHPEE LIBRARY CONFERENCE ROOM**

Present: Carlo D'Este, Kate Milde, Joan Lyons, John Kowalski, Mark Wright, Mary LeClair, and Allen Waters (arrived 4:45 p.m.).

Also Present: Kathy Mahoney – Library Director
John Cotton – Board of Selectmen

Audience: Ryan Bray – Mashpee Enterprise

Carlo D'Este, Chairman, called the meeting to order at 4:05 p.m. and welcomed Selectman John Cotton as Board of Selectmen liaison to the Board of Library Trustees. Carlo also extended congratulations to Kathy Mahoney on the 4th anniversary of her becoming Library Director.

Approval of Minutes

Mark Wright motioned to accept the Regular Meeting minutes of April 14, 2015 as written. Motion was seconded by John Kowalski.
VOTE: Yes-4; 1-abstain.

Roll Call Vote: Mark Wright, yes Kate Milde, yes
 John Kowalski, yes Carlo D'Este, yes
 Mary LeClair, abstain

Kate Milde motioned to accept the Regular Meeting minutes of May 19, 2015 as written. Motion was seconded by Joan Lyons.
VOTE: Yes-3; 3-abstain.

Roll Call Vote: Kate Milde, yes Mark Wright, abstain
 Carlo D'Este, yes John Kowalski, abstain
 Joan Lyons, yes Mary LeClair, abstain

Friends of the Mashpee Public Library

Kate Milde reported:

- Friends are still meeting weekly until the June 18th event. Rosalie and Marge are in charge since Ginnie away until June 12th.
- Selander matching gift offer has Friends focusing on this. They are looking forward to summertime fundraising options to try to make the \$50,000 Selander Family Challenge by the October 1 deadline.
- Friends concerned they are not going to have turn-out for June 18th event that they hoped for. Kathy Mahoney commented that she is helping them as they try to get the word out to the Chamber of Commerce, Men's Club, etc.

\$50,000 Selander Family Challenge

Jack Kowalski advised that he suggested to Leslie Marsh the Friends create a contribution thermometer to show contributions received toward the \$50,000 matching fund goal and have the contribution thermometer prominently displayed. Jack said this should be done right away to get the backing of the community so they are aware of the matching challenge goal and also that so they are aware of the October 1 deadline to reach that goal. John Cotton asked whether that deadline date could be extended. As of right now, that is the date set by Gloria Selander's son in his matching fund offer.

\$50,000 Selander Family Challenge (continued)

Carlo D'Este said the important thing is to get the word out about this \$50,000 matching fund challenge. He said he will contact Mike Richardson to see if this can be included in the New Seabury newsletter distribution. Mark Wright suggested having something like a 2 paragraph posting in Peninsula bulletin; New Seabury newsletter; facebook; etc. to get the word out. John Cotton offered to help spread the word.

Reports

Kathy Mahoney advised that since it was a short turn-around timeframe since last Trustee meeting she is presenting an oral report this month. Kathy reported:

- Lot of time spent working with the Friends these past weeks.
- Circulation numbers show slight decrease, but Library was closed 1 day for staff training.
- Summer help currently being cleared through H.R.
- The Trustees Personnel Committee met on Saturday. Discussed Library needs evolving. With 1 part-time and 1 full-time circulation staff leaving at the end of the summer, Personnel Committee talked about possibility of bringing in 1 full-time staff librarian, rather than 2 circulation assistants. The Personnel Committee wants to evaluate long term staffing needs before discussing needs with the Town. Consider the Library hours, programs and services that we hope to offer, and what our needs would be if we expand hours to be open Tuesday and Thursday mornings. Library has been building a staff of part-time employees to save on the cost of benefits for the Town, but the salary and benefits are not enough to retain employees. They move on to other opportunities, creating turnover and service gaps. Also part-time staff circulation staff cannot do duties of librarians or technology librarians. Other libraries in CLAMS hire part-time employees, but they work more than 20 hours a week and they get benefits. Having benefits seems to attract part-timers to stay for longer term. This is how other libraries avoid turnover of part-time staff.
- Carlo mentioned the Management Study that was done for the Library. Copy of the Management Study will be provided to John Cotton.
- Kathy was asked to gather new staffing and salary figures, and job descriptions from other towns for review before moving ahead with discussion with Town about staffing needs. Mary LeClair asked Kathy for updated organization chart. Kathy will provide for next meeting.
- Caroline's position was re-classified as of July 1, which helps build stability, but does not create an additional position as recommended in the Management Study.
- Mashpee Cares – a group will be placing purple flags around the Mashpee rotary at 8 p.m. on Friday, June 19.
- The archivist approved under the grant will be at Mashpee July 16, 17, 18, or 19, depending on schedules of meeting participants.
- Library is on the list to receive wireless upgrade, which is needed. The wireless network coverage has been failing and staff on second floor and in Children's Room reporting issues connecting and using devices and laptops.

Carlo noted the Town Website is in need of upgrading. Kathy Mahoney said there is money in the July 1st budget to upgrade the website.

Communications

Selectman John Cotton... gave a brief rundown on his involvement in the community with Boy Scouts; Children's Museum; etc. John said as BOS liaison to the Library although he tends to be a "hands-on" type of person, just let him know if that's not acceptable and that will be all right with him. Carlo said that benefits everyone; we are happy to hear any thoughts you have to share and we, Trustees, are welcome recipients.

Communications (continued)

Advocacy Subcommittee... Mark Wright said someone else needed on the Subcommittee. Mark said Mike Richardson and Mark were going to meet with Sean at the School to discuss having a student liaison on the Board of Library Trustees. John Cotton said he is liaison to the School and he will arrange an appointment for Mark and him to meet with Sean.

Library Trustees – Annual Reorganization

Election of Officers

With the newly elected Board formed, Carlo D’Este asked for nominations for Chairman, and Vice Chairman. It was suggested not to elect “Corresponding Secretary”, merely revert back to Chairman and Vice Chairman.

Motion: Mark Wright motioned to nominate Carlo D’Este to serve as Chair for one year term.

Joan Lyons seconded the nomination.

VOTE: Yes-6; and 1 abstain.

Roll Call Vote: Joan Lyons, yes	Mary LeClair, yes
Allen Waters, yes	Kate Milde, yes
John Kowalski, yes	Mark Wright, yes
	Carlo D’Este, abstain

Motion: John Kowalski motioned to nominate Mark Wright to serve as Vice Chair for one year term.

Carlo D’Este seconded the nomination.

VOTE: Yes-6; and 1-abstain.

Roll Call Vote: Joan Lyons, yes	Mary LeClair, yes
Allen Waters, yes	Kate Milde, yes
John Kowalski, yes	Mark Wright, abstain
	Carlo D’Este, yes

Subcommittee Appointments

The following Subcommittee appointments were confirmed:

- Finance – Mary LeClair and Joan Lyons.
- By-Laws – Mark Wright.
- Advocacy – Mark Wright and Allen Waters.
- Personnel – Jack Kowalski, Carlo D’Este, and Kate Milde.
- Friends – Jack Kowalski and Kate Milde.

Next Meeting ...4 p.m. on Tuesday, July 14, 2015 in Library Conference Room.

Adjournment

John Kowalski motioned the meeting be adjourned; Joan Lyons seconded the motion; and it was unanimously passed. The meeting adjourned at 5:25 p.m.

Respectfully submitted,

Jean Giliberti, Recording Secretary