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MANSFIELD PUBLIC LIBRARY
Board of Trustees Meeting, April 12, 2023

Attendance: Nancy Breef-Pilz, Jean Mallon, Deborah Gordy, Kimberly Usselman, Leonard Epstein, and Director Catherine Coyne. The meeting was called to order at 5:35 PM.

Secretary's report. The report for March was reviewed and unanimously approved.

Treasurer's report. The report for March was reviewed and unanimously approved.

Librarians reports. The librarians' reports were reviewed and highlights discussed. Attendance at library programs has been increasing, possibly because of the recent good weather. In response to a query from Debi, Catherine confirmed that library staff who are notaries are available to patrons, except for real estate matters. It was noted that the library's small (ten so far) collection of portable audio books, *i.e.* installed on players, are proving to be popular.

OLD BUSINESS

Strategic Plan update. Catherine reported that work on the strategic plan is going very well. The library's consultant, Barbara Alevras, has synthesized the data from the public survey (approximately 600 responses), as well as data from the focus groups and input from the board and library staff. Ms. Alevras has looked at plans from other libraries and noted that the usual approach is to focus on two to five goals with supporting objectives for each. She is working on a draft document for Mansfield.

Director's goals and objectives. The board reviewed Catherine's draft for the coming year. Several minor revisions and additions were suggested which Catherine will finalize for the next meeting. Debbie: moved to accept the goals and objectives subject to the revisions discussed. The motion was seconded and unanimously approved.

Annual director evaluation. Catherine will complete her self-evaluation by April 26. Jean will collect the board members' evaluations at the May meeting and use them for finalizing Catherine's annual review.

NEW BUSINESS

Meeting room policy update. Catherine has updated the old policy and will work with the COA to finalize it. Library concerns in the draft revision include physical programs, which the library hadn't had before, and liability insurance waivers for outside groups using the room. Catherine suggested a review of the final policy by Town Counsel.

Display case policy. This is a new issue since a written policy has never been promulgated. There are actually two display cases for the library and the COA. Catherine will meet with COA Director Josephine Madraza to create a joint policy which will also be reviewed by Town Counsel.

Next meeting. May 3, 2023. The meeting was adjourned at 6:56 PM.

Leonard Epstein

Leonard Epstein, Secretary

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The foregoing minutes were approved at the MAY, 2023 meeting of the Mansfield Board of Library Trustees.

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