

**Minutes of the Board of Library Trustees Meeting
May 3, 2023**

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Attendance: Jean Mallon (Chair), Debbie Gordy, Kim Usselman, Nancy Breef-Pilz, and Director, Catherine Coyne. Absent: Leonard Epstein. The meeting was called to order at 5:38 PM by the chairperson.

Secretary's Report: The Minutes of the April 12, 2023 meeting were reviewed. Motion was made by Kim to approve the Minutes with the proposed changes; seconded by Jean. Motion was unanimous.

Treasurer's Report: The Treasurer's report for April was reviewed and a motion was made by Kim to approve the Treasurer's Report; seconded by Debbie. Motion was unanimous.

Nancy suggested a vote was needed to allocate annual funds to the library. Motion was made by Kim to allocate \$600 from Trustee funds for Summer/Fall programs; seconded by Debbie. Motion was unanimous.

Librarians' Reports: The Staff Development (Youth Training) was well received. The staff agreed it provided good insight into working with teens. Kacee Rimer's last day at the library is June 2. The position is currently posted on the Town of Mansfield's website and the Massachusetts Board of Library Commissioner's website. Stacey Hooper (current part time youth services) is interested in the position. Chalk The Walk was noted as a successful children's program offered during School Vacation Week. The sidewalks outside the library were covered in colorful drawings.

Old Business

Strategic Plan Update: Last minute details are being added to the document. Whitney is finalizing the appendix. Catherine will send the final document to the Trustees to read over in anticipation of the vote to approve at the June meeting and be effective July 1, 2023. It was noted that Barbara Alevras, the consultant, was a pleasure to work with.

Evaluation of the Library Director: Jean collected the evaluation reports from each of the trustees at the start of the meeting. She will compile and send the draft to the board members, presenting the final evaluation to Catherine prior to the June meeting.

New Business

Staff Step Raises for FY24-vote: There was a lengthy discussion concerning the cost of living rate to update the salary schedule. Motion was made by Kim for a 4% cost of living raise. It was not seconded. The issue was tabled until the June meeting so more information could be gathered on the rate of raises for other town employees.

Meeting Room/Display Case Policies: Catherine sent The Council on Aging Board the Display Case Policy to review. They approved it but did not need to take a vote. The Meeting Room Policy has been sent to the Town Manager for approval of the wording related to the liability when used by outside groups..

Clarification of Audio Materials: New products in the Youth Room (VOX, Wonderbooks, Playaways) were clarified as "audiobooks" and designated fine free.

Reminder: Town Meeting on Thursday, June 15 at 7pm.

Adjournment: A motion was made by Debbie to adjourn the meeting at 7:13 PM; seconded by Jean. Motion unanimous.

The next meeting is scheduled for Wednesday, June 14, 2023, at 5:30 PM.

Respectfully submitted,

Nancy Breef-Pilz

Nancy Breef-Pilz, Treasurer

The foregoing minutes were approved at the June 14, 2023 meeting of the Mansfield Board of Library Trustees.