

**Minutes of the Board of Library Trustees Meeting
June 14, 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 5:35 PM by the chairperson.

Secretary's Report: The Minutes of the May 3, 2023 meeting were reviewed. Motion was made by Kim to approve the Minutes; seconded by Debbie. Motion was unanimous.

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

Librarians' Reports: Jean commented on Whitney's new format for reporting programs. She now adds the source of funding so all can see the sponsors for each program.

Stacie Hooper will begin her new position as Head of Youth Services on June 20. Kim Usselman has resigned as Library Trustee since she is moving to Rhode Island for a new job. All wished her well.

Old Business

Evaluation of the Library Director: Catherine received her written evaluation but did not have any questions for the Board of Trustees. She signed the evaluation and it will be delivered to Town Hall.

Meeting Room/Display Case Policies-Vote: Motion was made by Debbie to accept the changes in the Meeting Room Policy; seconded by Jean. Motion was unanimous. Motion was made by Nancy to accept the Display Case Policy; seconded by Debbie. Motion was unanimous.

Staff Salary schedule adjustment & COLA for FY24-Vote: Motion was made by Debbie to adjust the step schedule by 2% to keep up with the minimum wage adjustment, and to also add a 2% COLA across the board; seconded by Jean. Motion was unanimous.

Staff Handbook update: The committee (Catherine, Debbie & Nancy) have met with Jocelyn LeMaire, Human Resources Director, to update the handbook. All Trustees will receive a copy and proposed updates will be discussed at the September meeting.

New Business

Strategic Plan FY24-28-Vote:: Motion was made by Kim to accept the Strategic Plan to be effective July 1, 2023; seconded by Nancy. Motion was unanimous.

Jean suggested all monthly reports continue to be sent to the Trustees over the summer to keep the Board updated.

Adjournment: A motion was made by Debbie to adjourn the meeting at 6:30 PM; seconded by Jean. Motion unanimous.

The next meeting is scheduled for Wednesday, September 6, 2023, at 5:30 PM.

Respectfully submitted,

Nancy Breef-Pilz

Nancy Breef-Pilz, Treasurer

The foregoing minutes were approved at the September 6, 2023 meeting of the Mansfield Board of Library Trustees.