

## Minutes of Library Board of Trustees Meeting

September 6, 2023

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**Attendance:** Jean Mallon (Chair), Nancy Breef-Pilz, Debbie Gordy, Charlie Cullinan and Catherine Coyne, Library Director. The meeting was called to by Chairperson Jean Mallon at 5:35 p.m.

The board welcomed Charlie Cullinan as the newest member of the Board. Charlie provided the Board with a quick rundown of his background and interest in becoming a Library Trustee.

Jean reminded us that our Library iPad should be used for all library communication. Not doing so results in some loss of security. She also stated that we are considered special municipal employees. The town clerk will notify us to take Ethics training. Everyone should review warrants as it provides a good overview of what is being purchased. Meetings are typically scheduled for the second Wednesday of the month from 5:30 to 7:30.

**Secretary's Report:** The Minutes of the June meeting were reviewed. Jean made the motion to accept the June minutes;

seconded by Debbie and approved unanimously with one abstention (Charlie).

**Treasurer's Report:** The Treasurer's Report for June was reviewed. Debbie made the motion to accept the Treasurer's Report; seconded by Jean. Motion was unanimous.

**Librarians' Reports:** Librarians' Reports were sent out during the summer. Catherine noted that during a recent power outage, the emergency lighting didn't come on. The DPW was notified and will remedy the situation. Summer programming was robust with contributions from the Friends of the Library, the Local Cultural Council, and Trustees.

### Old Business

**Staff Handbook:** The Staff Handbook discussion will be tabled until next month.

### New Business

**Obtaining a Library Card:** Currently, teens have to be 16 with a driver's license to obtain a library card. A new proposal has been suggested by the library staff to utilize the Aspen Student Portal to verify eligibility unless a parent comes in to sign for those 13 and above. Catherine will provide wording for the October meeting.

**Goals:** Catherine identified goals from the strategic plan which she and her staff will be working on this fiscal year. Discussion on funding ensued. It was suggested that Catherine add a fourth column indicating cost, suggested funding sources, and date completed.

A request was made that Catherine send the Board copies of anything to be sent to the MBLC prior to being its distribution.

**Welcome to Mansfield Night:** Catherine is coordinating this event which is scheduled for Wednesday, October 25, from 6:00 to 8:00 p.m. Catherine is working to identify someone to solicit donations for that evening.

**Update on Feasibility Study:** Catherine wants to ensure that the large meeting room continues to be identified as a shared space when the Council on Aging moves to its new home. Library programming is dependent on use of that space.

**Other:** The Library was closed the Saturday before Labor Day this year but moving forward, this will be voted on by the Board every year.

**Adjournment:** A motion was made by Nancy to adjourn meeting at 7:20 p.m.; seconded by Jean. Motion unanimous.

The next meeting is scheduled for Wednesday, October 11, 2023, at 5:30 p.m.

Respectfully submitted,

**Debbie Gordy**

Debbie Gordy, Library Trustee

The foregoing minutes were approved at the Oct. 11, 2023  
meeting of the Mansfield Board of Library Trustees.