

MANSFIELD PUBLIC LIBRARY
Board of Trustees Meeting - January 7, 2020

Attendance: Nancy Breef-Pilz, Marianne Mackie, Jen Riordan, Jean Mallon, Leonard Epstein and Director Catherine Coyne. Nancy convened the meeting at 8:15 a.m.

Secretary's report. The secretary's report for December was reviewed and approved.

Treasurer's report. The treasurer's report for December was reviewed and approved.

Librarians reports. The librarians' reports were reviewed and highlights discussed.

Budget. John Stanbrook left as of January 4. Matt Violett (head of accounting) will likely be in charge of the budget for now but there has not yet been anything officially announced.

Security. The town manager is pressing to update security for all town buildings and areas including lighting, evacuation plans, coral doors to restrict access behind desk areas, panic alarms directly to police, paging/intercom systems with speakers in back areas, and video surveillance (interior and exterior). Nancy recommended that Catherine, instead of waiting for the overall town initiatives, move ahead on her own with high priority items, seeking staff input as she thinks appropriate.

Computer upgrades. New computers have been ordered from Sails, the cost to be split between MEG funds and the maintenance budget.

RFID. Working well. Four or five libraries have the system but some don't so their materials are not yet compatible with our system. The board inquired about the last physical inventory and Catherine reported that it is overdue and will be planned in the near future.

BPL grant. The library's yearbook digitization grant application, filed about two years ago, has been accepted. The library is on the waiting list. Marianne recommended that Catherine find an appropriate contact with the BPL for regular followup.

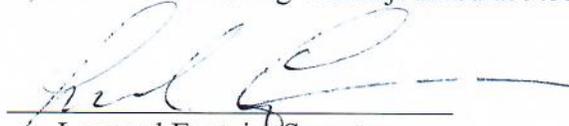
Correspondence. The library received a letter from Mass. Humanities confirming the library's grant for Mansfield News digitization.

OLD BUSINESS

Trustee iPads. Ipads have been ordered and delivery is expected before next month's meeting.

Jocelyn LeMaire, Human Resources Director. Ms. LeMaire is expected to attend next month's meeting. Catherine is planning to seek her input and assistance in reviewing the MPL employee handbook which is separate from town's, as well as the step raise schedule, updating job descriptions, etc.

Next meeting. February 1, 2020. The meeting was adjourned at 9:55 a.m.


Leonard Epstein, Secretary

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