

MANSFIELD PUBLIC LIBRARY

Board of Trustees Meeting – February 1, 2020

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MANSFIELD  
MASSACHUSETTS

**Attendance:** Nancy Breef-Pilz, Jen Riordan, Marianne Mackie, and Leonard Epstein. The Director, Catherine Coyne, was present. Nancy convened the meeting at 8:10 a.m.

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

**Treasurer's report.** The Fidelity statement was unavailable due to the early meeting date.

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

The board noted Nina's creative innovations and programs for the library's youthful patrons.

The board discussed the library's book club kits and why they haven't yet been quite as popular as had been anticipated. On the other hand, Willow Crossing has expressed interest in them and a Fall River resident recently visited the library to learn about the process.

**Correspondence.** The library is on the list for digitizing the Mansfield annual reports.

**Director's evaluation.** At 8:48 a.m. the board convened in executive session to review Nancy's draft of Catherine's annual evaluation from the board's working session on January 22. The draft was approved with minor modifications and will be finalized.

**Jocelyn LeMaire, Town of Mansfield Human Resources Director.** Ms. LeMaire met with the board to discuss various personnel issues and policies, particularly questions pertaining to the library's independent status in the context of the town's overall HR management. The library's last employee handbook was done in 1997 and Ms. LeMaire will be a resource in the forthcoming review and update. She is now working on a non-union town handbook for eventual submission to the Town Manager. This will likely be the starting point for updating the library's version.

**OLD BUSINESS**

**Director's evaluation; goals for the coming year.** Following Ms. LeMaire's visit, the board met with Catherine to review and discuss her evaluation. She offered minor corrections and clarifications and the board discussed goals for the coming year including security, updating the employee handbook, and her hope to increase grant applications.

**NEW BUSINESS**

**Physical inventory.** There has been no inventory for about eight years. Darcy and Whitney are trained in the process and the circulation staff are also being trained.

**Next meeting:** March 7. The meeting was adjourned at 11:50 a.m.

A handwritten signature in black ink, appearing to read 'L. Epstein', is written over a horizontal line. The signature is fluid and cursive.

Leonard Epstein, Secretary