

**Mansfield Public Library Advisory Board
Meeting Minutes of 9/11/2012**

Present: Eva Bar Shalom, Edmund Chibeault, Jim Green, Barbara Katz, Thomas Long, Dale Truman, Sheila Quinn Clark, presiding and Leslie McDonough, ex officio

Absent: Heidi Hand, Compton Rees

The meeting was called to order at 7:05 PM.

Opportunity for Public Comment: One visitor attended the meeting. No comments were put forth.

Communications: None had been received.

Approval of the minutes of June 12, 2012: Following a motion by D. Truman (seconded by E. Chibeault), the minutes were approved unanimously (with one abstention of a member who had been unable to attend that meeting).

Librarian's Report: L. McDonough made available the quarterly report of the time span April-June 2012, fleshed out the outlined items with further explanation, and answered questions concerning specifics touched on.

Amazon.com Link: The advantages to the Library of patron participation in this program were reiterated and further explained by L. McDonough.

Parliamentary Procedure: Following consideration of the use of Parliamentary-style (calling on board members who have comments to offer or questions to ask, as compared to people chiming in); the board members are asked to reflect on the advantages and disadvantages of the two processes; and, are encouraged to offer their opinions at or before the next meeting (if before, by contacting S. Clark by phone or mail – if and/or L. McDonough by phone, email, or mail)...at the next meeting, the input will be shared.

Meeting Schedule: following explanation of the format which the Board used to follow (polling of members at 2 weeks prior to a scheduled meeting to see which day near that date the most members were able to come; then, rescheduling the meeting for that date, if needed, to help facilitate maximum attendance); a process which we have found out is still allowed by FOI regulations if no new business is added at the meeting (if new business becomes needed – such as, an emergency or very serious situation, an emergency meeting can be called if FOI guidelines for them are followed) compared to adhering to dates as published at the start of a governmental year; the Board decided to:

Ask L. McDonough (who graciously agreed) to contact members 2 weeks prior to meetings as scheduled to ask that any members not able to attend respond back to her within a 2 day time span; after which, if too many members would be absent, members would be

contacted and polled to discover which date within the scheduled date's loose time span would be possible for the most members (at that time, the meeting would then be moved; and the move, published, within FOI guidelines).

The committee agreed that this matter could be revisited after trying this system, should it not appear to be working well.

Old Business: None was brought up.

Agenda Items for Future Meetings: The adding of "New Business" to future agendas was specified by the Board, now that we know that this is permissible under FOI guidelines (we have been among the groups which had set this aside when the new guidelines first came out).

Adjournment: The meeting was adjourned at 8:10 PM.

Respectfully submitted,

Sheila Quinn Clark

Approved by the Library Advisory Board on March 12, 2013
(no quorum at the December 2012 meeting)