

**Board of Trustees**

**Agenda Saturday, August 13, 2016, 9 AM**

**Town Hall, Small Meetin Room**

1. Call to order

2. Minutes (July 25<sup>th</sup>)

3. Election: Vice-Chair

4. Financial Report

5. Director's Report

-Financial Report/ARIS

-Programs: One Book One Town, Summer Reading

-New Library Catalog (ENCORE), Consumer Reports Online, Hoopla Music Streaming, ABCMouse

6. Old Business

-Septic Update

-Book move

-Punch List

-Plan B

-Grand Opening Celebration

-Benches/Landscaping

-FF&E

-Policy list: (Behavior Policy, Child Safety/Behavior, Art Gallery/Exhibit, Meeting Room, Internet Access & Safety Policy, Statement on Filtering, Privacy Policy, )

-Bylaws Update

7. New Business

8. ELBFI

-Podium (in memory of Mary Sedlock)

9. Friends

10. Staff and Volunteers

11. Public Comments

12. Upcoming meetings ( )

EASTHAM PUBLIC LIBRARY

TRUSTEES MEETING, July 25, 2016

1. CALL TO ORDER: The meeting was called to order at 8:00 a.m.
2. PRESENT: Members: Dave Payor, Norma Marcellino, Mary Shaw, Sharon Krause, Debra DeJonker-Berry  
Guests: Sheila Vanderhoef, Elizabeth Gawron, Debbie Abbott
3. MINUTES: The minutes of the July 18<sup>th</sup> meeting were approved.
4. OLD BUSINESS: The Trustees voted to approve the by-law changes that will put in a Vice Chairperson of the Trustees as an officer.
5. NEW BUSINESS: Sheila presented an option for putting in the municipal water to the library before the water is attached to the other homes on Samoset Road. This would include purchasing special valves at a cost of about \$5200. The discussion was lengthy and included weighing this possibility against continuing to implement Plan B and get water from the well to use until the municipal water is available. After much discussion the Trustees made and passed the following motion:  
**The Trustees will continue with Plan B and also will purchase the valves for early access to town water.** Many other items were discussed –the possibility of a grand opening on October 1<sup>st</sup>, the hope to access the building by September 1<sup>st</sup>. Deb thinks it may take up to four weeks to get the library ready to open. Having groups such as town officials, the non -resident group, etc. tour the library was discussed.
6. NEXT MEETING: The next Trustee Meeting will be on Saturday, August 13, 2016 at 9:00 a.m. at the Town Hall.
7. ADJOURN: The meeting was adjourned at 8:55 a.m.

Respectfully submitted,

Norma Marcellino

8/11/2016

Page 1

**Eastham Public Library  
Library Director's Financial Report To Trustees  
(FY2017)**

<b>Town Budget</b>							
		<b>Line Item</b>		<b>Adjusted Budget</b>	<b>Expenses</b>	<b>Balance</b>	<b>% Used</b>
		<b>16102</b>					
<b>Salaries Expended</b>				<b>319,616.68</b>	20,016.23	<b>299,600.45</b>	<b>6.26%</b>
<b>Expenses</b>							
Temp		530000		2,652.00	0.00	2,652.00	0.00%
Repairs		524000		2,000.00	627.00	1,373.00	31.35%
Communication		534000		1,000.00	0.00	1,000.00	0.00%
Postage		534200		100.00	0.00	100.00	0.00%
Office Supplies		542000		1,400.00	167.05	1,232.95	11.93%
Books/Materials Supplies		546500		2,000.00	0.00	2,000.00	0.00%
Materials		558000		79,800.00	15,209.94	64,590.06	19.06%
In-State Travel		571000		125.00	0.00	125.00	0.00%
Dues/Memberships		573000		200.00	100.00	100.00	50.00%
<b>Expenses Total Expended</b>				<b>89,277.00</b>	<b>16,103.99</b>	<b>73,173.01</b>	<b>18.04%</b>
<b>State Aid</b>				<b>Beginning Balance</b>		<b>Expense</b>	<b>Ending Balance</b>
Beginning Balance	1260 558000			16,906.69			
Payments				5,124.85			
<b>Total Available</b>	1260 558000			<b>22,031.54</b>		<b>9,447.69</b>	<b>12,583.85</b>

Other Funds				Begining Balance	Interest	Expense	Expendable	Non-Exp Bal
							Balance	
Robert C Billings	Expendable	8202 558000		6,420.19	56.59		6,476.78	
	Non-Expendable			14,000.00				14,000.00
Thomas B Cawley	Expendable	8203 558000		472.30	4.56		476.86	
	Non-Expendable			1,275.00				1,275.00
Trustees Memorial Fund	Expendable	8205 558000		14,850.84	176.28		15,027.12	
	Non-Expendable			48,682.81				48,682.81
Robert Sparrow	Expendable	8206 558000		243.17	23.29		266.46	
	Non-Expendable			8,162.00				8,162.00
Campbell Mem Fund	Expendable	8207 558000		662.49	4.39		666.88	
	Non-Expendable			1,000.00				1,000.00
Gertrude Zollinger	Expendable	8216 558000		1,005.97	5.53		1,011.50	
	Non-Expendable			1,000.00				1,000.00
Vivian Andrist	Expendable	8217 558000		154.86	7.15		162.01	
	Non-Expendable			2,290.00				2,290.00
Gertrude Nason	Expendable	8209 558000 v		2,649.20	14.41		2,663.61	
	Non-Expendable			2,500.00				2,500.00
E & A Merrill	Expendable	8208 558000 v		709.50	3.56		713.06	
	Non-Expendable			500.00				500.00
Winifred Franklin	Expendable			54,141.78	149.05		54,290.83	
	Non-Expendable							
Totals					444.81		81,755.11	79,409.81

<b>Library Trustees Interest and Gift Account</b>	<b>8219.00</b>	<b>MMDT</b>	<b>Seamen's Money</b>				
		<b>4404 7413</b>	<b>870029305</b>	<b>Market</b>			
		<b>Expendable</b>	<b>Expendable</b>				
Beginning Balance		11,804.22	406,254.71				
Receipts		362.70	0.00				
Interest		31.21	986.15				
Expenses		2,167.58	58,000.00				
<b>Totals</b>		<b>10,030.55</b>	<b>349,240.86</b>				<b>359,271.41</b>

<b>Town Memorial and Gift Funds</b>	<b>Beginning Balance</b>	<b>Interest/Dep</b>	<b>Expense</b>	<b>Ending Balance</b>	
R Bohlen Library Gift (ELBF)	1905 558000, 1905 530000	12,205.81	408,376.22	73,530.35	347,051.68
Martha Johnston Memoria	1919 558000	4,167.08	11.49	0.00	4,178.57

<b>Memorial Gifts</b>	<b>Within Trustees Interest Account</b>	<b>Deposits/Gif</b>	<b>Expenses</b>	<b>Balance</b>
<b>8219 558000</b>				
Tye Schrock		442.50	0.00	442.50
Ellie Singer		3,270.00	2,078.42	1,191.58
Mary Sedlock				
<b>Other Memorials</b>			2167.58	2,167.58

<b>Materials Expenses</b>								
<b>BOOKS ADULT</b>	<b>BOOKS CHILDREN</b>	<b>DVDS ADULT</b>	<b>DVDS CHILDREN</b>	<b>AUDIO ADULTS</b>	<b>AUDIO CHILDREN</b>	<b>PERIODICALS</b>	<b>OTHER</b>	<b>TOTAL</b>
2,543.28	1,395.76	682.66	0.00	697.86	0.00	0.00	9,890.38	15,209.94

<b>Library Building</b>							
		<b>Bond</b>	<b>Beginning Balance</b>	<b>Deposits/Gifts</b>	<b>Interest</b>	<b>Expenses</b>	<b>Balance</b>
			1,150,891.00	7,099,155.00	5,211.54	7,864,915.67	390,341.87
	3012 5310-00 Legal					1,009.50	
	3012 5890-01 OPM					280,640.00	
	3012 5890-02 Archt					769,319.00	
	3012 5890-03 Archt Reimb					7,009.64	
	3012 5890-04 Archt Add Se					100,870.00	
	3012 5890-05 OPM Reimb					11,475.56	
	3012 5890-06 Eng/Permit					0.00	
	3012 5890-10 Misc					115,594.53	
	3012 589011 Well Expense					20,555.50	
	3012 589012 Moving Expense					65,851.50	
	3012 589013 Temporary Space					93,106.40	
	3012 589014 Construction Expense					6,399,484.04	
	3012 589015FF&E					295,395.62	
	3012 589016Security					46,722.32	
	<b>Totals</b>		1,150,891.00	7,099,155.00	5,211.54	7,864,915.67	390,341.87

Note: \$283,000 repayment to Trustees to be made in future.  
plus \$1,506 legal expenses (Feb 21, 2013)

Deposit Gifts include \$4,500,000 Bond

FISCAL YEAR 2017 (7/1/16)

FOR 2017 01

	ORIGINAL	TRANFRS/	REVISED				AVAILABLE	PCT
	APPROP	ADJSTMTS	BUDGET	YTD EXPENDED	ENCUMBRANCES		BUDGET	USED
-----								
016101 LIBRARY F/T								
-----								
0610 LIBRARY								
-----								
016101 511000 LIBRARY F/T	222,717	.00	222,717.32	.00	.00		222,717.32	.0%
016101 512000 LIBRARY P/T	95,399	.00	95,399.36	.00	.00		95,399.36	.0%
016101 513500 LONGEVITY	1,500	.00	1,500.00	.00	.00		1,500.00	.0%
TOTAL LIBRARY	319,617	.00	319,616.68	.00	.00		319,616.68	.0%
TOTAL LIBRARY F/T	319,617	.00	319,616.68	.00	.00		319,616.68	.0%

07/05/2016 15:11 | Eastham Munis Database  
account | YTD

| P 58  
| glytdbud

FISCAL YEAR 2017 (7/1/16)

FOR 2017 01

	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
-----							
016102 LIBRARY EXPENSE							
-----							
0610 LIBRARY							
-----							
016102 524000 REPAIRS & MAINTENANC	2,000	.00	2,000.00	.00	.00	2,000.00	.0%
016102 530000 PROFESSIONAL & TECHN	2,652	.00	2,652.00	.00	.00	2,652.00	.0%
016102 534000 COMMUNICATION	1,000	.00	1,000.00	.00	.00	1,000.00	.0%
016102 534200 POSTAGE	100	.00	100.00	.00	.00	100.00	.0%
016102 542000 OFFICE SUPPLIES	1,400	.00	1,400.00	.00	.00	1,400.00	.0%
016102 546500 BOOK MATERIALS & SUP	2,000	.00	2,000.00	.00	.00	2,000.00	.0%
016102 558000 UNCLASSIFIED SUPPLIE	79,800	.00	79,800.00	.00	.00	79,800.00	.0%
016102 571000 IN-STATE TRAVEL	125	.00	125.00	.00	.00	125.00	.0%
016102 573000 DUES/MEMBERSHIPS	200	.00	200.00	.00	.00	200.00	.0%
 TOTAL LIBRARY	 89,277	 .00	 89,277.00	 .00	 .00	 89,277.00	 .0%
 TOTAL LIBRARY EXPENSE	 89,277	 .00	 89,277.00	 .00	 .00	 89,277.00	 .0%

## FY2017 Materials Budget

### Adult

		<b>TOWN</b>	<b>FRIENDS</b>	<b>State Aid</b>	<b>Budget</b>
	Books	24800	1300		26100
	Reference Periodicals	500			500
	Large Print	6500	1000		7500
	DVDs	6400			6400
	Audio Books	6400			6400
	Music	900			900
	Overdrive	5000			5000
	Rentals		2400		2400
Sub-total Adults		50500	4700	0	55200
<b>TOTAL Adult</b>					
Children's/YA	Books	9500	3000		12500
	DVDs	2000			2000
	Audio	1500			1500
	Music	750			750
	Overdrive	1500			1500
	Wii		500		500
Sub-total Children's/YA		15250	3500	0	18750
<b>TOTAL Children's/YA</b>					
Other	Databases	13050			13050
	Periodicals	1000	6000		7000
	Museum Passes		3000		3000
Sub-total Other		14050	9000	0	23050
<b>GRAND TOTAL</b>		<b>79800</b>	<b>17200</b>	<b>0</b>	<b>97000</b>
<b>BUDGET</b>		79800	17200		97000

*Source of Funds: Town, Friends & State AID*

Director's Report  
August 13, 2016

It is hard to believe that it is the end of Summer Reading! Fran and Marianne registered 178 children which is awesome! (Seeing the Firebird baseball team read to the kids every Wednesday morning in July in the trailers was a big treat for everyone).

Forty people attended our first One Book One Town event on July 29<sup>th</sup> "Native Plant Restoration, a Case Study," by Caitrin Higgins from Wilkinson Ecological Design. This program gives an excellent overview of the conversation we hope the town will engage in over the next few months. Mike Caliri filmed it, so it will be on our web-site. That evening, we also announced the photo contest (which will be the theme division for the Turnip Festive--Native Plants of Eastham). A series of walks and talks follows with our next event, a family program on estuaries with Kitty Hendricks from the Mashpee Wampanoag Museum on August 25 at the Schoolhouse Museum.

There is now a wonderful new educational computer program for the Children's Room (only able to use it in the library and on iPads and smart devices in the library (not at home). This is the link to [ABCmouse.com](http://ABCmouse.com) - Free at our library

The biggest news from the CLAMS network since the return of the Virtual (Commonwealth) Catalog is this week's unveiling of the new CLAMS public catalog, the Encore Discovery Platform. Encore is more user friendly, intuitive, and streamlined offering faceted searches (limits) and searches for books, magazines and e-books).

ABCmouse.com: With more than 4,000 interactive books, educational games, puzzles, and other learning activities, ABCmouse.com's award-winning online curriculum is the most comprehensive online educational resource for young learners (ages 2-7+). From Age of Learning, Inc.

We also offer to patrons with an Eastham Library card the full features of the web-site ConsumerReport.org as well as the magazine itself (with back issues)

We are now subscribing to an enhanced version of freegal which now not only allows library card holders to download 3 songs per week but also offers 3 hours of streamed music each day.

The Children's Room radius shelving and most of the lower level furniture (including the sofa and the pond creature animal cut out chairs) have been installed. Diamond Movers has shelved most of the children's books that had been in long-term storage as well. Fran and Marianne are also testing the new Cromebooks for use downstairs (really efficient and inexpensive laptops) and we will be looking at the iPads next week. The Cromebooks will be available after the Trustees meeting for demonstration. Most of the books from storage are on the shelves. Diamond Movers returns this week for the last piece which is primarily bringing the Eastham Collection to the historical room and generally emptying the Meeting Room of boxes.

The ARIS report has been submitted, and I am now working on the Annual Report for MBLC.  
Respectfully Submitted,  
Debra DeJonker-Berry

Door Count	Counter not working
Adult Programming/Attendance	1 programs / 40 People
Children's Programming/Attendance	19 Programs / 325 People
New Titles	388
Withdrawn Items	36
New Patrons/Library Card Registrations	50 CLAMS / 15 Overdrive
Web-site Hits	3488 Sessions ; 5745 pageviews
Gale Databases	Sessions ; searches;
ZINIO	2 new borrower/22 checkouts
hOOPLA	63

**EASTHAM PUBLIC LIBRARY CIRCULATION STATISTICS (CLAMS) 1992 -**

	2010	2011	2012	2013	2014	2015	2016	2017	1018	2019	2020
January	6770	6379	5699	5660	5380	2885	2728				
February	6182	5976	6068	5539	5127	3205	2662				
March	6604	6898	6142	5556	5105	3496	3110				
April	6884	6471	5115	5412	5377	3131	3188				
May	6717	6213	6367	6344	6193	3350	2965				
June	10015	9178	9444	8505	6608	4652	4536				
July	15418	13028	12624	12480	11519	7129	5779				
August	13873	12287	12577	11953	7257	5868					
September	8247	7591	6841	6071	3120	4133					
October	7414	6663	6372	6188	2568	3358					
November	6468	6214	6051	5737	2639	2626					
December	5917	5848	5097	4854	3135	3133					
<b>TOTAL</b>	100509	92746	88397	84299	64028	46966	24968	0	0	0	0

**EASTHAM PUBLIC LIBRARY CIRCULATION STATISTICS (OVERDRIVE & AXIS 360) 1992 -**

	2010	2011	2012	2013	2014	2015	2016	2017	1018	2019	2020
January	143	278	458	574	521	706	786				
February	137	238	477	465	476	659	735				
March	138	233	512	615	568	715	830				
April	135	263	377	625	603	674	716				
May	143	273	475	500	554	707	770				
June	155	302	477	493	541	764	779				
July	135	293	533	535	753	906	853				
August	166	380	563	537	810	824					
September	148	332	523	415	681	846					
October	190	394	513	554	546	731					
November	188	324	493	471	593	635					
December	237	502	435	469	656	672					
<b>TOTAL</b>	1915	3812	5836	6253	7302	8839	5469	0	0	0	0

## **BY-LAWS OF THE TRUSTEES OF THE EASTHAM PUBLIC LIBRARY**

### **ARTICLE I. Name and authorization**

The name of this organization is the Board of Trustees of the Eastham Public Library, existing by virtue of the provisions of Chapter 78, Sections 10-13, and 21 of the Massachusetts General Laws (MGL), and Sections 3-8-9 and 3-8-10 of the Eastham Home Rule Charter.

### **ARTICLE II. Membership**

1. The Board will be composed of five members, two of whom will be elected in each of two successive years and one in the third year, at the Annual Town Elections, as provided for in MGL, Chapter 78, Section 10. Trustees serve without compensation for a term of three years.
2. Any member may resign by written notice filed with the Town Clerk, as provided for in MGL, Chapter 41, Section 109. Upon receipt of the notice, the Town Clerk will notify the remaining members of the Board.
3. A vacancy on the Board will be filled by joint majority vote of the Board of Library Trustees and the Board of Selectmen in accordance with the MGL, Chapter 41, Section 11.
4. Any member who fails to attend four consecutive regularly scheduled board meetings will receive a letter from the Chairperson reminding the member that regular attendance is a responsibility of all trustees and that those unable to attend regularly should consider resigning from the Board. Copies of these letters will be included in the Board's minutes. In the event of illness or other extenuating circumstances, exceptions to this provision may be made by formal vote of the Board.

### **ARTICLE III. Responsibilities**

1. The Board will have those responsibilities as provided by MGL, Chapter 78, Section 11 and Sections 3-8-9 and 3-8-10 of the Eastham Home Rule Charter as regards the custody and management of the Library and of all property owned by the Town pertaining to the Library. The Board will be responsible for all monies appropriated by the Town for the Library and all money or property received by the Town by gift or bequest for the Library.
2. The Board will appoint a qualified Library Director who will be the executive and administrative officer of the library on behalf of the Board and under its review and direction. Responsibilities delegated by the Board to the Library Director will include implementation of policies approved by the Board, selection and supervision of personnel, selection of books and other material, maintenance of library collections, expenditure of funds within the approved budget, direction of library operations and provision of services to the public. The Library Director will attend all Board meetings, but without voting privileges.

3. The Board will establish written policies governing library activities and service, including a policy for the selection of library materials and the use of library materials and facilities which is in accord with the current standards of the American Library Association and as provided for by the MGL, Chapter 78, Section 33.
4. The Town Administrator with prior approval and consent of the Board will execute a written employment contract with the Library Director outlining the basic conditions of employment as provided for by the MGL, Chapter 78, Section 34.

#### **ARTICLE IV. Officers**

1. The officers of the Board will be a Chairperson, a Vice Chairperson and a Secretary.
2. The Chairperson will conduct all meetings, appoint all committees, serve as the official representative of the Board and fulfill all legal functions on behalf of the Board.
3. The Vice Chairperson, in the absence of the Chair, shall perform The duties of the Chair.
4. The Secretary will keep a true copy of all meetings of the Board and be responsible for correspondence as directed by the Board.
5. Officers will be elected from the Board at the regular meeting of the Board, which immediately follows the Annual Town elections. The term of the office will be one year. In the event of a vacancy in any of the officers' positions during the year, that vacancy will be filled by a vote of the Board.

#### **ARTICLE V. Meetings**

1. Regular meetings will be held at the Library on a monthly basis at a regularly scheduled time agreed upon the Board and the Library Director. Regular attendance is expected. A Trustee is expected to give advance notice to the Chairperson whenever he or she cannot attend a meeting.
2. Special meetings may be called by the Chairperson, the Library Director, or at the request of a majority of the members.
3. A quorum will be three members.
4. All meetings of the Board will be subject to the State's Open Meeting Law as contained in the MGL, Chapter 39, Section 23A-23C. In particular, all meetings are open to the public unless held in an executive session under terms of the law. A notice of all meetings will be filed with the Town Clerk at least 48 hours in advance of the meeting date and time, and a copy of the notice will be posted in Town Hall. All records of minutes of meetings will be available for public inspection.
5. There will be a prepared agenda which will include: Call to order; approval of minutes of previous meetings, financial reports; report of the Library Director; reports of other library staff; reports of committees; action items; and other

business.

6. The Library Director is an ex officio member of the Board of Trustees and will attend meetings, but without voting privileges.

7. An affirmative majority vote of the members of the Board will be necessary to approve any action or expenditures of money.

#### **ARTICLE VI. Committees**

1. Committees will be appointed by the Chairperson for any business the Board deems necessary.
2. Committees may consist of two Board members and/or the Library Director, in ex officio capacity.
3. Committees will report to the Board at each meeting.
4. Committees will have only advisory capacity unless granted power to act by specific action of the Board.
5. Committees will be considered discharged upon presentation of a final report unless specifically designated as Standing Committees by the Board.

#### **ARTICLE VIII. Collective Authority of the Board**

The Board will make all decisions as a collective body. No individual member may make decisions or, with the exception of the Chairperson, act or speak for the Board unless specifically authorized to do so by a vote of the membership of the Board.

#### **ARTICLE VIII Parliamentary Rules**

Except as provided for by these By-Laws, the current edition of *Robert's Rules of Order* will govern.

#### **ARTICLE IX Amendments and Review**

The By-Laws may be amended by the majority vote of the members of the Board provided notice of all amendments will be presented to all members no later than the time of the regular meeting prior to the meeting at which such amendments will be voted upon. The by-laws will be reviewed every 5 years.

#### **ARTICLE X. Financial Statements**

A financial statement of all expenditures of money and credit will be presented at each meeting.

#### **ARTICLE XI. Suspension of Rules**

Any rule or resolution of the Board may be suspended temporarily by majority vote in connection with the business at hand.

Adopted July 25, 2016



Debra DeJonker-Berry <ddejonkerberry@clamsnet.org>

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## ELBFI-naming opportunity

1 message

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Al Alfano <al.alfano@comcast.net>

Wed, Aug 3, 2016 at 1:19 PM

To: "DeJonker-Berry, Debra" <ddejonkerberry@clamsnet.org>, "Harnett, Ed" <harnettej1@comcast.net>, "Krause, Sharon" <sharmkrause@gmail.com>, "Payor, Dave" <payorda@comcast.net>, "Shaw, Mary" <jshaw850@comcast.net>, "Marcellino, Norma" <nmarcellin@aol.com>

Trustees,

Last evening, the ELBFI Board endorsed the recommendation to the Trustees that they approve the following named gift.

Ed Sedlock in memory of Mary Sedlock-Podium

I would appreciate your action on this recommendation at your next meeting.

Thank you,

Al Alfano, President

ELBFI