

Board of Trustees

Tuesday, September 6, 2016 @ 9 AM
Police Station Conference Room

Topics of Discussion:

1. Call to order

2. Minutes (August 27th)

3. Financial Report

4. Director's Report

-Financial Report (MBLC)

-Eagle Scout Project

-One Book One Town

-Mass. Memories Road Show

-Town-Wide Preservation Assessment and Collection Identification Grant (Nov 18 deadline, MBLC)

-Sept 8 closed (election)

5. New Business

6. Old Business

-Septic Update

-Landscaping

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

-Bylaws Update

7. ELBFI

8. Friends

9. Staff and Volunteers

10. Public Comments

11. Upcoming meetings ()

EASTHAM PUBLIC LIBRARY
TRUSTEES MEETING, August 27, 2016

1. CALL TO ORDER: The meeting was called to order at 9:07 a.m.
2. PRESENT: Members: Dave Payor, Norma Marcellino, Mary Shaw, Sharon Krause, Ed Harnett, Debra DeJonker-Berry
Guests: Debbie Abbott, Aimee Eckman, Al Alfano, Mimi Ace, Sheila Vanderhoef, Dan Pallotta, Barbara Gatlin, Kevin Gatlin
3. MINUTES: The minutes of the August 13th meeting were approved.
4. BUILDING UPDATE: Dan Pallotta presented the update. The Board of Health approved the plan to modify the septic system on August 25th. Dan will see that the Board of Health will receive the warrantee letter they have requested. This will come from Nauset Construction. The costs for the modification may be around \$50,000 and it has not yet been determined who will pay for it. Sheila shared that Neil Andres has a concern about how the parking lot area should be dug up for this work. Tim Pineau from Nauset Construction will return on Monday to work to get the punch list completed. Ponderosa Landscaping is preparing a plan to take to the Conservation Commission for cleaning/clearing out areas near the pond. There are concerns about the types of grasses that will be planted. The Circulation desks should be finished in October. Dan presented dates-October 15th for the main desk and October 22nd for the Children's circulation desk. The 6 foot fence on the backside of the parking lot should go up early next week. Sheila commented that the parking lot needs to be corrected at the far turning site.
5. POLICIES: The following policies were reviewed in detail, changes made and approved to be presented to the Selectmen, Town Counsel and/or any other appropriate persons for consideration: Exhibition Policy, Rules of Behavior Policy, Child Safety/Behavior Policy and Meeting Room Policy, It was agreed to discuss other policies including the Library Patron's Privacy Policy, Internet Access and Safety Policy and the Eastham Public Library Statement on Filtering at the next meeting.
6. NEW BUSINESS: The format for the Lobby sign listing Selectmen, Trustees, etc. was decided. What kind of card tables for patrons use was also discussed.
7. PUBLIC COMMENTS: Barbara and Kevin Gatlin live directly across from the library parking lot at the point where cars exit. They stated that the lights go directly into their living room. Also that the lights inside the building are on until midnight. Dave stated that we have no control over the duration of inside lights since the building does not yet belong to the Town. Options, such as shrubbery, will be looked at to try to alleviate their concerns.

8. NEXT MEETING: The CPC will meet on Tuesday September 6, 2016 at 8:00 a.m. at Town Hall. The next Trustee meeting will be on September 6, 2016 at 9:00 a.m. at Town Hall.
9. ADJOURN: The meeting was adjourned at 11:28.

Respectfully submitted,

Norma Marcellino

9/3/2016

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

Town Budget							
		Line Item		Adjusted Budget	Expenses	Balance	% Used
		16102					
Salaries Expended				319,616.68	33,710.69	285,905.99	10.55%
Expenses							
Temp		530000		2,652.00	145.62	2,506.38	5.49%
Repairs		524000		2,000.00	627.00	1,373.00	31.35%
Communication		534000		1,000.00	120.00	880.00	12.00%
Postage		534200		100.00	0.00	100.00	0.00%
Office Supplies		542000		1,400.00	350.79	1,049.21	25.06%
Books/Materials Supplies		546500		2,000.00	91.00	1,909.00	4.55%
Materials		558000		79,800.00	18,278.68	61,521.32	22.91%
In-State Travel		571000		125.00	0.00	125.00	0.00%
Dues/Memberships		573000		200.00	100.00	100.00	50.00%
Expenses Total Expended				89,277.00	19,713.09	69,563.91	22.08%
State Aid				Beginning Balance		Expense	Ending Balance
Beginning Balance	1260 558000			16,906.69			
Payments				5,124.85			
Total Available		1260 558000		22,031.54		9,447.69	12,583.85

Other Funds				Beginning Balance	Interest	Expense	Expendable Balance	Non-Exp Bal
Robert C Billings	Expendable	8202 558000		6,506.47	11.15		6,517.62	
	Non-Expendable			14,000.00				14,000.00
Thomas B Cawley	Expendable	8203 558000		479.59	0.93		480.52	
	Non-Expendable			1,275.00				1,275.00
Trustees Memorial Fund	Expendable	8205 558000		15,119.41	34.79		15,154.20	
	Non-Expendable			48,821.81				48,821.81
Robert Sparrow	Expendable	8206 558000		278.64	4.58		283.22	
	Non-Expendable			8,162.00				8,162.00
Campbell Mem Fund	Expendable	8207 558000		669.55	0.93		670.48	
	Non-Expendable			1,000.00				1,000.00
Gertrude Zollinger	Expendable	8216 558000		1,014.24	1.15		1,015.39	
	Non-Expendable			1,000.00				1,000.00
Vivian Andrist	Expendable	8217 558000		165.50	1.24		166.74	
	Non-Expendable			2,290.00				2,290.00
Gertrude Nason	Expendable	8209 558000 v		2,671.02	2.79		2,673.81	
	Non-Expendable			2,500.00				2,500.00
E & A Merrill	Expendable	8208 558000 v		714.88	0.62		715.50	
	Non-Expendable			500.00				500.00
Winifred Franklin	Expendable			54,370.37	29.56		54,399.93	
	Non-Expendable							
Totals					87.74		82,077.41	79,548.81

Library Trustees Interest and Gift Account	8219.00	MMDT	Seamen's Money				
		4404 7413	870029305	Market			
		Expendable	Expendable				
Beginning Balance		11,287.67	349,648.55				
Receipts		762.70	0.00				
Interest		4.93	103.64				
Expenses		387.35	0.00				
Totals		11,667.95	349,752.19				361,420.14

Town Memorial and Gift Funds		Beginning Balance	Interest/Dep	Expense	Ending Balance	
R Bohlen Library Gift (ELBF)	1905 558000, 1905 530000	12,205.81	408,376.22	172,652.57	247,929.46	
Martha Johnston Memoria	1919 558000	4,184.67	2.19	0.00	4,186.86	

Memorial Gifts	Within Trustees Interest Account			Deposits/Gif		Expenses	Balance
	8219 558000						
Tye Schrock				442.50		0.00	442.50
Ellie Singer				3,270.00		2,107.51	1,162.49
Mary Sedlock							
Other Memorials						387.35	387.35

Materials Expenses								
BOOKS ADULT	BOOKS CHILDREN	DVDS ADULT	DVDS CHILDREN	AUDIO ADULTS	AUDIO CHILDREN	PERIODICALS	OTHER	TOTAL
3,948.83	2,243.95	755.02	80.42	1,416.84	0.00	0.00	9,833.62	18,278.68

Library Building							
		Bond	Beginning Balance	Deposits/Gifts	Interest	Expenses	Balance
			1,150,891.00	7,099,155.00	5,360.54	8,089,281.33	166,125.21
	3012 5310-00 Legal					1,359.50	
	3012 5890-01 OPM					280,640.00	
	3012 5890-02 Archt					766,838.00	
	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					83,405.50	
	3012 589013 Temporary Space					106,138.40	
	3012 589014 Construction Expense					6,595,394.70	
	3012 589015FF&E					299,487.35	
	3012 589016Security					52,050.32	
	Totals		1,150,891.00	7,099,155.00	5,360.54	8,089,281.33	166,125.21

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

Director's Report
September 6, 2016

Programs have wound down as we are waiting to use our staff and volunteer resources to set up the new Library. The One Book One Town program is in full swing however, with the first Free Friday Film "Microcosmos," a Story Walk scheduled for September 10th "Vernal Pool Visitors" by Heidi Clemmer, and 40 people attending Kitty Hendrick's Family Program on Estuaries at the Schoolhouse Museum. This summer, children read a total of 2,110 hours (178 registered) and had so much fun attending all the programs. Thank you to the Friends of the Library and the Nathan Anthony Adult Programming Fund for sponsoring these events. The Turnip Festival is also gearing up. Don't forget to photograph your Eastham plant photo now for the Contest

We are also planning the Mass Memories Road Show for either Saturday, May 6 or Sunday, May 7 at the new Library. The first planning meeting will be held in November (at the new Library!). We are also talking about submitting a community-wide preservation assessment grant (November 18 is the deadline).

We will be working with Mike Newton on his Eagle Scout project in the next two months. Al Alfano, Aimee Eckman and the Library Staff will help Mike with the data (collection ranges), wording for signs ranging from signs for bathrooms, directional signage, floor plans, and signs for all our shelving. We have a template that will be revised and a vendor for acrylic holders and look forward to the day when Mike and his team of Scouts come to the new Library to set the signs up. I hope that Mike will be able to attend the October ELBFI meeting and the following Trustees meeting to fill everyone in.

We have spent a lot of time on policies this week, revising and looking at the internet draft policies. Soon, we should consider another batch to work on.

The MBLC Financial and Annual Report will go out in today's mail. I've updated the Trustees' Financial Report with the Treasurer's FY17 Trust Fund data but still have work to do on the Trustees' Interest account.

We will be closed this Thursday, September 8 so that voters can use every parking space at Town Hall.

Respectfully Submitted,

Debra DeJonker-Berry

Door Count	Counter not working
Adult Programming/Attendance	programs / People
Children's Programming/Attendance	10 Programs / 259 People
New Titles	324
Withdrawn Items	21
New Patrons/Library Card Registrations	41 CLAMS / 15 Overdrive
Web-site Hits	Sessions ; pageviews
Gale Databases	Sessions ; searches;
ZINIO	0 new borrower/ checkouts

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	5580				
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					
TOTAL	100509	92746	88397	84299	64028	46966	30548	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	883				
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					
TOTAL	1915	3812	5836	6253	7302	8839	6352	0	0	0	0

Eastham Public Library

Exhibition Policy

As part of its mission to provide a wide range of information and materials, and to encourage and support the civic, intellectual, and cultural pursuits of the community, the Eastham Public Library welcomes community groups and individuals to use the library's various display, gallery and exhibit spaces. Space is provided for displays of an educational, cultural, intellectual, charitable or recreational nature, and for exhibiting works of area artists and craftspeople. Display areas may also be used for materials from the Library's collection, or to publicize library services, collections, or activities.

Selection Criteria

- 1) The Eastham Public Library reserves the right to determine at its discretion what materials will be displayed as well as scheduling and assignment of display spaces.
- 2) Works of art will not be displayed that have the potential to create unsafe conditions.

Exhibit Guidelines

- All artwork must be original.
 - Exhibit space must be reserved in advance according to the application process.
 - All materials are displayed at the exhibitor's own risk.
 - The exhibitor is responsible for installing and labeling the exhibit using labels provided by the Library.
 - No fees are charged for display spaces. Groups using display spaces may not charge admission or request donations.
 - Exhibits will run for a time to be determined by the Library.
 - Exhibits must be removed on the last day of the exhibit period.
- The Eastham Public library does not provide storage space.

- The Library lists the exhibits on the Library calendar and website. The artist must provide a brief statement and a publicity photo for this purpose.
- Artists are encouraged to send announcements/invitations, and/or provide for an opening reception which must be scheduled through the Library Meeting Room application process.

Eastham Public Library
190 Samoset Rd
Eastham, MA 02642
508-240-5950
www.easthamlibrary.org

Application

Name _____ Date _____

Address _____

City/Town _____ Zip _____

Phone _____ E-mail _____

Title of exhibit:

Brief description of proposed exhibit (include medium, e.g. oil painting, textiles; subject, e.g. landscape, portrait, abstract; and any other relevant information):

Anticipated number and size(s) of pieces to be exhibited:

Approved by Board of Library Trustees on August 27, 2016. Town Counsel Review
on _____

- I have read and agree to abide by both the Eastham Public Library Display/Exhibit Policy and all procedures as specified and agree to indemnify and hold harmless the Town of Eastham, the Library, its employees and the Board of Trustees against any theft, damage or liability as a result of the use of the exhibit space.

Signature

Date

Please include the following items with this application:

1) A sample of up to 5 images of your work electronically in a jpeg format to (email address), or on a CD, prints or web-site.
Website URL: _____

2) Brief artist's Statement/Bio (no more than 250 words)

3) Reception date (if applicable)_____

Deliver the application and supplemental items to:

Eastham Public Library
Attn: Art Exhibit Coordinator
190 Samoset Rd.
Eastham, MA 02642

Questions may be directed to the Library Director at
508-240-5950 or electronically at

<http://www.easthamlibrary.org/aboutcontact.asp>

Child Safety/behavior policy

The staff of the Eastham Public Library is concerned about the safety and well being of our young patrons. We welcome all children and offer many programs to encourage lifelong appreciation of books and other resources. As the Library is a public building available to anyone, Library staff does not and will not take over the parental responsibility for children when they come into the library. Due to the many responsibilities of the library staff, monitoring each child's behavior and location is not possible.

Therefore, the following policy has been established:

1. Children under the age of 10 must be accompanied and supervised by a parent or responsible caregiver. A parent or caregiver will be called to pick up an unaccompanied child.
2. Children under the age of 10 years must be accompanied by an adult when using the elevator.
3. Children age 10 or older may be left unattended for the period of time needed to select materials, complete a homework assignment, attend a program, or utilize other library services. Children should not be left for an extended period of time. Children left unattended should be aware of the closing time of the building, and should have caretaker's contact information available.
4. With safety in mind, children should remain inside the building while awaiting transportation to avoid the hazards of the parking lot.
5. Parent/caregiver will be called if a child is left unattended after the library closes. If the parent/caregiver is unavailable, the Eastham Police Department will be called.
6. It is the policy of the Library that staff members will not transport children from the library to any other location, except in cases of extreme emergency.

7. Staff may plan field trips using approved town procedures.

Approved by Board of Library Trustees on August 27, 2016. Town Counsel Review on _____

8. Disruptive behavior including shouting, running, pushing, or rowdy activities is not tolerated. If unaccompanied, a parent/caretaker will be called to pick up disruptive child/children. If the parent/caregiver is unavailable, the Eastham Police Department will be called.

Approved by the Trustees of the Eastham Public Library on
August 27, 2016

Approved by Board of Library Trustees on August 27, 2016. Town Counsel Review
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Rules of Behavior

General Principles & Purpose

The Eastham Public Library is supported by the taxes and the charitable contributions of the people of Eastham, MA. Our users can expect the library to be a clean, comfortable, and welcoming place for reading, researching, studying, and attending library or community sponsored programs and meetings. The Trustees of the Eastham Public Library have established these Rules of Behavior to ensure the rights and safety of library users and staff, and to preserve and protect the library's materials, equipment, facilities, and grounds. These rules, along with other library policies, will be applied in a fair and reasonable manner.

Respect for library users and library staff members shall be maintained at all times. Disruptive or inappropriate behavior that infringes on others' use or right to use the library shall not be permitted. The library staff reserves the right to determine if other actions not listed below constitute "disruptive or inappropriate behavior".

Individuals who will not respect these rules may be asked to leave the library, have library privileges suspended, or be subject to legal action.

Examples of disruptive or inappropriate behavior include (but are not limited to):

- Any purposeful damage done to the material, equipment, furniture, building or property of the library is against the law and will be reported to the police. (Massachusetts General Laws, Ch. 266, Sec. 100)
- Any conduct that disrupts the delivery of library services or hinders others from using library materials (Massachusetts General Laws, Ch. 272, Sec. 41) such as using personal electronic equipment, such as CD players, iPods, MP3 players, laptop computers, and cell phones in a manner that disturbs other library users
- Any conduct that disrupts the delivery of library services or hinders others from using library materials (Massachusetts General Laws, Ch. 272, Sec. 41) such as loud talking, loud audio equipment, use of profanity, running, throwing things, hitting, pushing or shoving.
- Theft, defacement, or damage of library materials or property. (Massachusetts General Laws, Ch. 266, Sec.99 and 100) Parents can be held liable for damage done by a child under the age of 18 (Massachusetts General Laws, Ch. 231, Sec. 85G)
- Smoking (Massachusetts General Laws, Ch. 270, Sec. 22), using alcohol, or any other controlled substance while on library property.
- Indecent exposure/public indecency (Massachusetts General Laws, Ch 272 Sec. 53)
- The use of false identification to obtain a library card or to check out library materials, or use of another person's library card without his or her permission, is against state law. (Massachusetts General Laws, Ch. 266, Sec. 99)
- Using the public rest rooms as a laundry or for bathing.
- Excessive public displays of affection
- Interfering with library staff members' ability to perform their responsibilities.

Approved by Board of Library Trustees on August 27, 2016. Town Counsel Review on _____

To Ensure that the library is a clean, welcoming environment for all:

- Beverages in approved covered containers are permitted in most areas of the library. They are not, however, allowed in the Eastham Room or at the public computers.
- Food is limited to the Lobby, Children's Program Room and to approved events in the Meeting Rooms
- Appropriate attire, including shirts and shoes, shall be worn by patrons of all ages. Examples of inappropriate footwear include roller skates, roller blades, cleats and golf shoes
- Walkways throughout the building and access to library materials should not be obstructed
- Animals, except for guide or assistance animals, are not permitted.
- The distribution of written leaflets, collecting signatures for petitions, or soliciting patrons in the parking lot, in the lobby, or on walkways immediately adjacent to the library entrances may be conducted at a reasonable distance from the library entrances in order not to impede entrance into and egress from the library.
- Library staff members are not responsible for patrons' personal belongings
- Group desiring to use of meeting rooms, the VIS room, small conference room and the Eastham Room are limited to those who have signed up.
- Bicycles shall be placed in the bike rack and locked.

Library staff is authorized to enforce this policy, to call for police assistance, or contact a parent or guardian when necessary. The Library reserves the right to revoke or restrict Library privileges.

Policy approved by the Library Board of Trustees – August 27, 2016

Town-Owned Buildings ~ Room Use and Fee Policy

1.0 Authority

The Board of Selectmen hereby and in accordance with their statutory authority and responsibility for town-owned buildings, establishes a policy pertaining to the use of town buildings and usage fees as herein described

2.0 Purpose

It is the intention of the Board of Selectmen of the Town of Eastham to make designated town-owned buildings available to all qualified applicants as per the regulations and fees described further in this policy.

3.0 Applicability

This policy shall apply to individuals or organizations wishing to use designated town owned building rooms for an event or program.

4.0 Definition

Town owned building rooms designated for use are the Earle Mountain Room, the Small Room and the Timothy Smith Room located in the Eastham Town Hall, the Main room at the Council on Aging, and the meeting rooms at the Eastham Public Library. The Eastham Public Library meeting rooms are described in an addendum to this policy.

5.0 Responsibility

The Board of Selectmen or their designee is responsible for ensuring that this policy is upheld, the guidelines followed and the applicable fees received.

6.0 Standards/Rules and Regulations

6.1 Eligibility

Town sponsored groups, civics and service groups, non-profit organizations, for profit organizations, advocacy groups, political parties and private individuals shall be eligible to apply and use town owned building rooms for meetings.

Applications shall not be considered for groups or individuals who discriminate in their membership, programs or philosophy, on the basis of sex, race, color, creed, national origin, disability, marital status, veteran status or sexual orientation.

Repeat use may be denied to groups or individuals who fail to abide by this and other policies, rules and regulations pertaining to the use of town owned property.

6.2 Use of town-owned buildings shall be governed by the following rules and regulations:

6.2.3 User agrees that no alcohol shall be consumed in the building or on the premises

6.2.4 The meeting room and rest rooms must be left in a neat and clean condition after each use

6.2.5 Equipment belonging to the building may not be used unless so specified in the "Application for building Use."

6.2.6 Nothing may be removed from the building without permission of the Head Custodian

6.2.7 All decorations must be flameproof in accordance with the State Fire Code. In arranging decorations, nails and other material harmful to the finish of the building shall not be used.

6.2.8 Setup of the room must be arranged with the custodian. There will be no activities performed which have the potential to put undue stress to carpets and floors, such as dances, races, etc. The moveable wall(s) that separates the Earle Mountain Room and the Small Room at the Town Hall and the Gregory S. Turner Meeting Room and Small Room at the Library must not be moved by anyone but one of the custodians or designated staff member. In the case of damage over and above normal wear, the group shall be responsible for reimbursement to repair the damage.

6.2.9 A \$50.00 cleaning fee will be assessed to groups which leave the room in a condition which is less than clean after use.

6.2.10 Each room has been arranged for a maximum number of people allowed in each room according to fire code and safety regulations. This is strictly enforced.

7.0 Procedure

Applicants requesting to use town-owned buildings for meetings are required to fill out the Building Use Form available at the Town Hall reception desk and pay the applicable fees. Applications and fees must be turned into the Town designee no less than four weeks prior to the requested event. Should two or more applicants request the same day(s) preference shall be given to events sponsored by the Town. The Board of Selectmen or their designee reserves the right to reject any and all requests.

8.0 Use Fees

The fee schedule as attached is subject to change.

9.0 Liability

The Town of Eastham assumes no liability either for injuries to persons who are on town premises or damage to any equipment. The holder of a permit to use the town facilities agrees to accept all equipment and property as is and waive any and all claims against the Eastham Board of Selectmen, its members, employees and agents for any injury, accident, illness, expense of claim of any kind whether to persons or to property which may occur as a result of the use of town facilities by said holder or by others under its express, implied or

Approved by Board of Library Trustees on August 27, 2016. Revised by Board of Selection on _____.
Town Counsel Review on _____

apparent authority. The holder of a permit further agrees to assume all liability and to indemnify and hold harmless, the Board of Selectmen, its members, employees and agents for any and all damage to the buildings equipment of other property arising out of the use of town facilities by the said holder or by others under its express, implies or apparent authority. The above waiver, assumption of liability and indemnification shall be effective and binding, not withstanding that the condition of the facilities may have caused or contributed to the injury, damage, expense, or claim.

10.0 Effective

This policy is effective as of September 7, 2011

This policy was adopted by the Board of Selectmen on September 7, 2011.

The Town of Eastham Building Use Fees are as follows:

Requests for use of Town Building rooms is reviewed by Town Administrator or designee and cannot be appealed. However, at her discretion, she may bring any pressing issue to the attention of the Board of Selectmen

Type A-Town of Eastham Boards & Committees

Type B-Civic & Service Groups, Non-Profit organizations

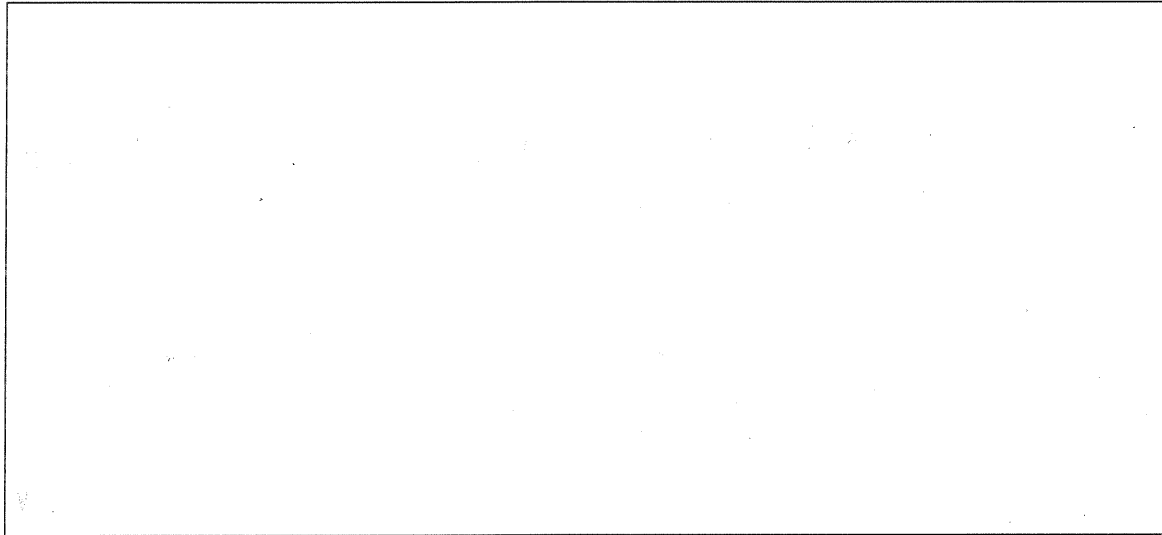
Type C-For profit organizations, advocacy groups & political parties, private individuals

Room Use	Type A	Type B	Type C
<u>Town Hall Rooms</u> Monday-Friday 8 am -4pm	\$0	\$0	\$50
<u>Town Hall Room</u> Sunday 9 am-5pm	\$0	\$50	\$200
<u>Council on Aging</u> Monday-Friday 8am-4pm	\$0	\$0	\$100
<u>Council on Aging</u> Saturday 4pm-10pm Sunday 8am-5pm (Sunday arrangements must be made at least 2 weeks in advance)	\$0	\$50	\$200
Kitchen Use at Town Hall or COA (no cooking, only microwave is allowed)	\$0	\$0	\$50
Public Library Rooms during Library hours	\$0	\$0	\$50
Public Library Rooms after Library hours - 4 PM – 10 PM	\$0	\$50	\$100
Public Library Rooms after Library hours (weekends) Friday 4 PM -10 PM Saturday 4 PM – 10 PM Sunday 8 AM – 5 PM	\$0	\$75	\$200

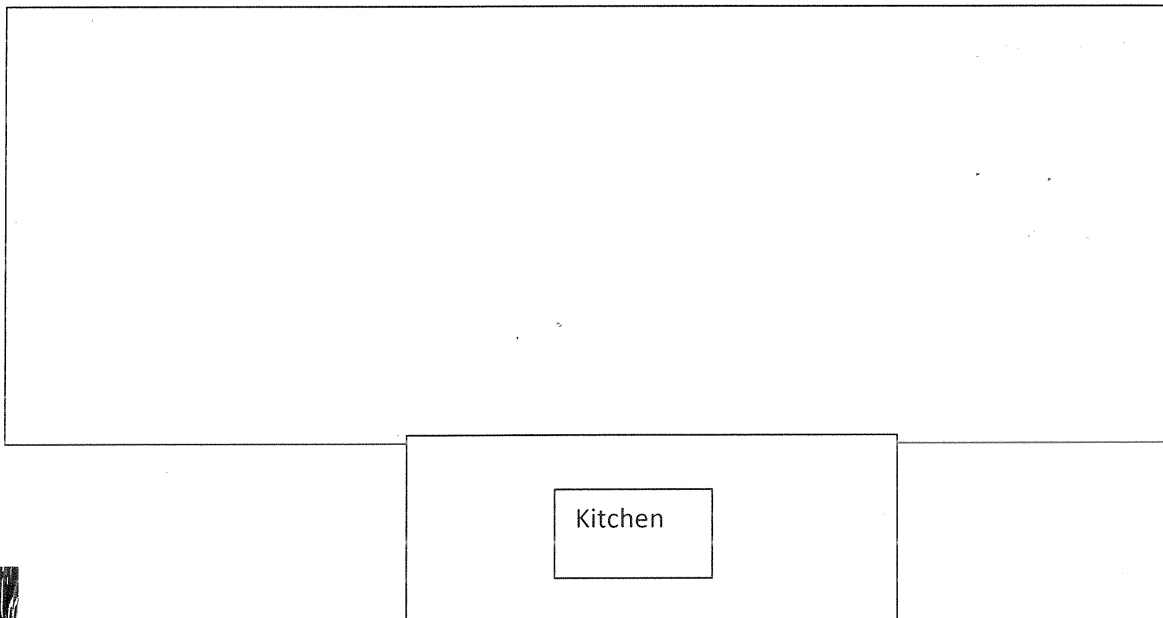
Approved by Board of Library Trustees on August 27, 2016. Revised by Board of Selection on _____.
Town Counsel Review on _____

USE THE DIAGRAM BELOW TO INDICATE PLACEMENT OF
CHAIRS & TABLES
FOR YOUR FUNCTION

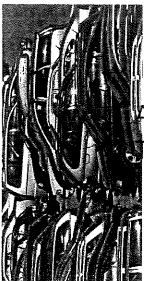
- ☐ Greg Turner Room (Removable Wall Opened: Large Room and Small Room Combined)
Capacity – 110 people
- ☐ Large Meeting Room
Maximum Capacity – 80 people



- ☐ Small Meeting Room: Occupancy 40 people



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Draft July 7, 2016

Eastham Public Library Meeting Room Policy & Procedures (Addendum to Town of Eastham Town Owned Buildings ~ Room Use and Fee Policy)

Purpose: The Library's meeting rooms provide an opportunity for bringing together the resources of the Library and the activities of the community. The Library welcomes the use of its meeting rooms by community groups having a relationship with the Eastham community for civic, educational and recreational purposes. Use of meeting rooms for Library and Town purposes shall take precedence over all other uses.

Library Bill of Rights: As an institution of education for democratic living and in keeping with its mission, the library provides a gathering place for community members – in all their diversity – to meet in social engagement, to share discourse, to ponder divergent ideas and to engage in civic connection. Accordingly, library meeting places are available on equal terms to all groups in the community regardless of the belief and affiliations of their members **provided that the meetings are free and are open to the public** and comply with the Town of Eastham policies and regulations and Library procedures during library hours. "No admittance fee may be charged or contributions solicited except for library related fundraisers.

During library hours, meeting rooms are not available for private social gatherings, private parties, or gatherings that advertise a particular product or service. Political and religious groups may use the Library's meeting rooms for administrative or educational purposes but shall not be allowed use for the sake of proselytizing, campaigning or otherwise influencing people to a particular point of view.

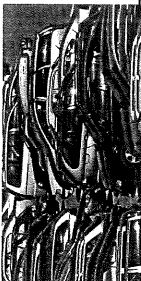
Reservation Procedures

Meeting Rooms will be assigned on a "First Come, First Served Basis," with priority given to Library and Town programs. Meeting Room applications must be filed at least four weeks in advance and may be made **up to three months** in advance online or by filling out the Town of Eastham Application for Use of Town Owned Buildings. The application must be signed by someone with the authority to sign on behalf of the organization. That person must notify the Library of cancellation of a meeting in addition to notifying group members and/or audience. Exceptions will be allowed for meetings during library hours when no set up is required.

Light refreshments and catered food may be served but must have the approval of the Library Director and comply with Eastham Board of Health regulations. Organizations wishing to serve refreshments are responsible for obtaining the required permit from the Eastham Board of Health. **Hours, Fees and Special Equipment**

The meeting rooms are available during regular Library hours. Availability outside of regular Library hours on Monday through Friday until 10 PM and after hours on Saturday and Sunday is at the discretion

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of the Library Director and Town Administration and subject to the Town's fee schedule. Organizations may set up for meetings at 8:45 AM on days the Library is open.

A scheduled Town employee will be in the building when the public is in attendance and will be responsible for securing the Library when the public has left.

Reservations may be made in advance for use of audiovisual or specialized equipment, and all equipment must be operated by a qualified person.

Library meeting rooms will not be available for use in the event the building is closed due to emergency conditions or inclement weather. Library staff will do their best to contact the group's contact person on the application.

The Library has the right to cancel, re-schedule or transfer meeting room locations or dates that conflict with library sponsored programs.

Publicity

Use of the Library meeting room facilities does not imply any endorsement of a group's beliefs, policies, or program. No organization shall in any of its publicity state or suggest that the Eastham Public Library or Town of Eastham sponsors or endorses the meeting, the group or any particular set of ideas.

Organizations may identify the Library and provide its address in their publicity for the meeting.

All inquiries concerning meetings will be directed to the person signing the agreement.

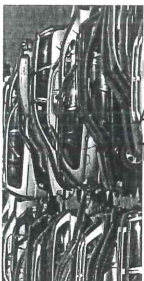
Requirements for Room Reservations

All organizations using any meeting room shall complete and submit the Application for The Use of Town Owned Buildings in writing. This form shall incorporate by reference the Town's policy and the Library's procedures and document that the applicant group has received a copy of the policy and procedures and agrees to abide by the terms and conditions of this policy.

Reservations shall be made through the office of the Library Director, or designee. The Library reserves the right to reject a reservation request if the anticipated meeting is likely to be disruptive to regular library functions. If in the opinion of the Town Administration or Library Director, the presence of a police officer is advisable, the group using the meeting room will hire one at its own expense.

The person responsible for the group must alert staff when the meeting has ended.

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Library Meeting Rooms:

The Library provides the following Meeting Rooms during Library hours:

-Small Conference Room (Main Floor): Available for small group meetings. Occupancy 12 people. This room has a projector, smartboard, and microphone/sound system for remote meetings. This room is intended as a meeting place without distractions, such as book discussion groups.

-Eastham Room (Lower Level): Available for genealogical and local history research. Available by special arrangements through the Library Director.

-VIS Room: Available on a first come first serve basis for informal groups of eight or less. This room also serves as an ongoing book sale run by the Friends of the Library.

The Library provides the following Meeting Rooms during and after Library hours:

-Gregory S. Turner Meeting Room: Occupancy 104 people. This room has a large projection screen and sound system. *Access to the kitchen must be requested separately.*

-Large Meeting Room: Occupancy 80 people. This room has a large projection screen and sound system. *Access to the kitchen must be requested separately.*

-Small Meeting Room: Occupancy 40 people. This room has a portable smart computer screen and sound system. *Access to the kitchen must be requested separately.*

Due to the high level of regular weekly programs and story hours, the Children's Program Room is available for Library use only, and is not available for booking.

Click To Agreement—Draft August 2016

The Eastham Public Library does not monitor Internet use, has no control over the information accessed over the Internet and cannot be held responsible for its content.

By clicking the button below, I indicate that I have read, understand and agree to the established Eastham Public Library Internet Policy and Guidelines for Use. (link to the following):

Eastham Public Library Internet Access and Safety Policy Draft June 2016

In response to advances in technology and changing needs of the community, the Eastham Public Library endeavors to develop collections, resources and services that meet the informational, educational, cultural and recreational needs of its patrons.

The Internet is a global electronic network that enables the library to provide information to patrons beyond the library's collection and walls. As such, the Internet can be a continuous learning experience. The paths to information are numerous and ever changing, as new sites are added daily, and others disappear and/or are moved. The type of information available through the Internet is wide-ranging.

In fulfilling its mission to provide up-to-date and accurate information, the Eastham Public Library seeks to provide equal access to information for persons of all ages. With regard to the Internet, the library does not selectively choose which electronic resources to make available. The Eastham Public Library does not monitor and has no control over the information accessed through the Internet and cannot be held responsible for its content.

Use of the library's computers in a way that violates local, state or federal law or activities that interfere with or disrupt the network, users, services or equipment are prohibited. Use of the Internet in violation of Massachusetts General Law 272, Section 28, the Harmful to Minors Statute is prohibited. Disclosing, using or disseminating personal identity information about minors is prohibited. The Library reserves the right to ask users to refrain from displaying computer images which are inappropriate for public viewing.

The library does not routinely monitor public computers, but reserves the right to do so when a violation of this policy or illegal activity is suspected. Staff is authorized to take immediate action to protect the security of computers and the network.

Library patrons are responsible for complying with copyright law, licensing agreements and the policies of individual websites.

The library cannot guarantee that the library's wifi and computer connections are secure. Entering personal information such as social security and credit card data, should be done with caution.

Programs downloaded and files saved are automatically deleted upon rebooting. Patrons are encouraged to save their work on a flash drive in the event of a power failure and to reboot a computer when finished to wipe the hard drive of browsing history and saved or downloaded files.

The library's public computers are available for 30 minute time slots when others are waiting. Wi Fi is available continually. Printing is 10 cents per page for black and white; 25 cents per page for color.

Adopted by the Eastham Public Library Board of Trustees on _____

Children's Room Internet Access and Safety Policy **Draft June 2016**

The Youth Services Department provides access to youth through age 17. An age-appropriate home-page is presented on all digital devices the library offers.

The Internet is an ever-changing source of information and not all sites are accurate or current. Many sites are inappropriate for children and therefore parents and caregivers are encouraged to come to the library and use the Internet with their children. As with other library materials, restriction of a child's access to the Internet is the responsibility of the parent or legal guardian. Ultimate responsibility for how children use the Internet is a matter for parents and their children to decide. Just as parents are encouraged to discuss appropriate use of other library materials, the library encourages parents to discuss with their children the appropriate use of electronic resources available through the Internet, including the use of social media and other forms of direct electronic communications.

Adopted by the Eastham Public Library Board of Trustees on _____

Security Camera Policy **Draft June 2016**

The Eastham Public Library maintains security cameras inside and outside of the Eastham Public Library to help insure the safety of library patrons and staff. The cameras also serve as a deterrent to theft, vandalism or other illegal activities in the Library and on Library grounds.

The Library strives to protect patron privacy and confidentiality. Signs are posted indicating that cameras are in use. Cameras will not be placed in areas where there is a reasonable expectation of privacy, such as in restrooms. Nor will they be positioned to identify a person's reading, viewing or listening activities.

The recorders and the recorded data are located in a limited access, controlled area. When an incident occurs that may affect the safety and security of the Library and its occupants, or may be required for potential legal proceedings, the Town/Library reserves the right to save recordings for as long as necessary.

Only the Library Director, the Assistant Director, Information Systems Staff, the Town Administrator, and law enforcement officials are authorized to view raw recorded data.

On those occasions when an incident occurs that may affect the safety and security of the Library and its occupants, the Library/Town reserves the right to review camera footage without the involvement of law enforcement officials.

Draft Privacy Policy August 2016

Eastham Public Library Policies and Procedures Concerning Library Patron's Privacy and Confidentiality of Library Records

Policy

The Eastham Public Library supports the American Library Association's "Library Bill of Rights." The Library Staff will work to ensure that the Library patron's privacy is of paramount importance, and the retention of records as the collection of personally identifiable information will only be kept as long as they are needed for the purpose for which they were collected.

Background

In the networked, electronic world, there is rightful concern about personal privacy and the confidentiality of personal information. The Library does try to protect every patron's privacy to the maximum extent possible, given the fact that the Library's computers are shared. The privacy implications of using the Library's public access computers are explained below.

Any patron data stored (either intentionally or incidentally) on our computer network, or on our consortium's servers, is confidential and protected by MA Law (MGL Chapter 78, Section 7: "That part of the records of a public library which reveals the identity and pursuits of a person using such library shall not be a public record as defined by clause Twenty-sixth of section seven of seven of chapter four").

The Eastham Public Library is dedicated to doing its best to protect the privacy of the information Library patrons provide. The Eastham Public Library does not sell (or give) information to on any of the Library patrons to third parties. When Library patrons send Library Staff an email or register for a Library card, the Library does not share that information.

Circulation Records: Patron material is circulated via the automated circulation system. The circulation software tracks materials currently checked out, returned and all fines due.

Inter-Library Loan Records: Patrons may borrow items not owned by the Eastham Public Library from other libraries worldwide via the Inter-Library Loan program. The Eastham Public Library tracks items currently being borrowed and/or requested until returned to the loaning library.

Reference Interviews: A reference interview occurs when a patron is looking for information and approaches a Staff Member with an inquiry. No paper record is retained except for use through the completion of the request.

Inter-Library Loan Records: Patrons may borrow items not owned by the Eastham Public Library from other libraries worldwide via the Inter-Library Loan program. The Eastham Public Library tracks items currently being borrowed and/or requested until returned to the loaning library.

Reference Interviews: A reference interview occurs when a patron is looking for information and approaches a Staff Member with an inquiry. No paper record is retained except for use through the completion of the request.

Reserve Shelf: Library Staff places items on the self-service reserve shelf so as not to display the titles

patrons have reserved. Therefore, patron browsing of the material on the reserve shelf is not permitted.

Computer Use Records: The Library is equipped with computers for public use for Internet access and word processing. Library Staff schedule patron's use of these pc's in order to ensure that the limited availability of these pc's is fairly distributed amongst patrons. No record is retained of a patron's use of a pc beyond the current day. Public computers are equipped with privacy protection software. When the pc is rebooted at the end of the day, the software erases all history of a patron's research and activity.

Security in a networked electronic environment cannot be guaranteed. Even the most secure networks can be susceptible to outside intervention. Therefore, all transactions, files and communications are vulnerable to unauthorized access and use, and therefore should be considered public. Library patrons are encouraged to think very carefully about the information they reveal about themselves.

Library computers are located in areas which must be shared by users of all ages, backgrounds, values and sensibilities. The Eastham Public Library strives to balance the rights of users to access information resources with the rights of users to work in a public environment free from harassing sounds and visuals. The Eastham Public Library asks that all Library patrons remain sensitive to the fact that they are working in a public environment shared by others. If what a Library patron views or listens to causes discomfort to others, Library Staff may intervene.

Computer users are asked to respect the privacy of other computer users by not using another patron's password/login or "hovering" over others while waiting to use the computer.

Library Staff strongly recommends not opening files from users they do not know or sites they are uncertain of and rebooting the computer after use.

The Eastham Public Library has no control over how the sites Library patrons visit use personal data, and the degree of privacy they extend. Library patrons are encouraged to review the privacy statements of these web-sites and to never agree to have a site "remember" a password.

Data loss in electronic environments can occur – the Library's concern for privacy makes data loss more likely on public computers than on a home computer. To ensure each patron's privacy, Library computers have software that keeps data from being stored permanently on the hard drive. Once the computer is rebooted for any reason, any stored information is deleted. While this feature protects privacy, it can lead to the loss of patron's data, especially when a computer freezes. For privacy and data safety reasons, patrons are encouraged to use a personal thumb drive to store data.

Procedure

Eastham Public Library staff will comply with law enforcement when supplied with legal subpoena or warrant issued by a court with jurisdiction over the offense under investigation and will immediately notify the Library Director, the Police Department and Town Administrator.