

TOWN OF EASTHAM

**Eastham Public Library
Board of Trustees**

Will Hold a Meeting: X Public Hearing: _____

Date: Saturday, October 22, 2016

Time : 9:00 AM

Place Held : Small Hearing Room, Town Hall

Topics of Discussion:

1. Call to order
2. Minutes (October 1)
3. Financial Report
3. Director's Report
- Closing Election Day, Nov 8
- Art Exhibit (Found Our Park!)
- Amnesty
- Closing early Saturday, November 19 @ 1:00
- Signage
4. Old Business
- Septic Update
- Punch List
- Grand Opening Celebration /February Legislative Breakfast

-Project Financials

-Benches

-Landscaping

-Patron Letters

-Policy list: Art Gallery/Exhibit, Internet Access & Safety Policy, Statement on Filtering, Privacy Policy,)

7. New Business

8. ELBFI

9. Friends

-Virtual Tour

10. Staff and Volunteers

11. Public Comments

12. Upcoming meetings ()0

Today's Date:

Posted By:

Town Clerk:

Meetings must be posted 48 hours in advance, not including Saturdays, Sundays or Holidays. It is the responsibility of the committee to arrange for a meeting room prior to posting.

**Eastham Public Library
Board of Trustees**

Will Hold a Meeting: X Public Hearing:

Date: Saturday, October 22, 2016

Time : 10:30 AM

Place Held : Small Hearing Room, Town Hall

Topics of Discussion: WORKSHOP

1. Call to order
2. Meeting with Depot Pond neighbors
3. Public Comments
4. Other business

Today's Date:

Posted By:

Town Clerk:

Board of Trustees

Agenda Saturday, April 12, 2016 @ 9 AM

1. Call to order
2. Minutes (March 26, 2016)
3. Financial Report
4. Director's Report

EASTHAM PUBLIC LIBRARY

TRUSTEES MEETING, October 1, 2016

1. CALL TO ORDER: The meeting was called to order at 9:00 a.m.
2. PRESENT: Members: Dave Payor, Norma Marcellino, Mary Shaw.
Sharon Krause, Ed Harnett, Debra DeJonker-Berry
Guests: Aimee Eckman, Elizabeth Gawron, Mimi Ace, Debbie Abbott
3. MINUTES: The minutes of September 24, 2016 were approved.
4. FINANCIAL REPORTS: The Trustees reviewed each page of the Financial Reports. The first page was missing the salaries amounts. Deb had met with Mary to go over the numbers. There were three deposits put into the Trustees Memorial Fund Non-Expendable Account that belonged in the Expendable Account of the same Fund. A motion was made and passed: **MOTION: The Trustees authorize removal of up to \$5000 from the Expendable Funds of the Trustees Memorial Fund to pay for books.**
5. DIRECTOR'S REPORT: Doug Tallamy's program last night was well attended and excellent. He is the author of the One Book One Town "Bringing Nature Home" and there are more programs through October 15th. Work will continue in the new library, This includes Demco returning to replace shelving and WB Mason coming to finish their installation. The last area of the library –the new book and CD/DVD area-will be completed when the trailers close. Much work still needs to be done in the Meeting Room. The final list of the acrylic sign holders is on order-ready for the Eagle Scouts on October 23rd and the Scouts will also help with the installation of the American flag. The Friends of the Library now have passes to the Harvard Museum of Natural History and the Roger Williams Zoo. Preparations are continuing for the November 19th Turnip Festival. Discussion as to whether or not to close the Library for part of that day did not lead to a decision and will be addressed at the next meeting. Weeding of the books in the new library will begin as soon as the staff can get in there. Much needs to be done since the books were in storage for two years. Hopefully discarded books will be removed

using the services of Better World Books. The Town Administrator has asked for a draft capital budget (FY2019-2023).

6. OLD BUSINESS:

Memorial Benches and Plaques: All of the outside furniture has been delivered. This includes the two memorial benches. Mimi presented options for the plaques. They will be made of titanium.

Furniture Install and landscaping: The furniture has been unpacked. The grasses have been planted.

Found Our Park Exhibit, quilts, Sparrow wall: It is hoped that the Park Exhibit will be able to occur on November 12th. The quilts are not yet installed. There was a discussion of where to place the Sparrow memorial wall in the VIS Room. Deb suggests that the Art Committee look through the list of art owned by the library.

Piano: Deb will contact Linda and Jerry Gloo to order the truck and the cover for the grand piano.

Conservation: Dave and Dan Pallotta went before the Conservation Commission on September 27th. They addressed the Commission's concerns about stone dust, the patio outside the Staff area, etc. All the Commission's questions were answered. Ponderosa Landscaping has presented a plan to remove non-native items such as trees and plants. They have tagged some trees. This plan will be shared with the Friends of Depot Pond and neighbors of the Library before it is brought to the Conservation Commission. Ponderosa also presented a separate plan for a meditation garden. This plan will be paid for by the donor. A motion was made and passed. **MOTION: The plan developed by Ponderosa Landscaping for tree clearing and invasive plant removal will be presented to the Conservation Commission and the presentation will not include the Meditation Garden plan.**

Policy Review: The remaining policies will be reviewed at the next meeting.

7. NEW BUSINESS: Mary, Mimi and Norma have worked on two possible letters to new patrons –adults and young adults. These have been shared with Deb and will be presented at the next meeting. Even though volunteers cannot yet get into the new library a way should be found to train them for giving tours by developing a virtual tour.

8. ELBFI: No report.
9. FRIENDS: The Friends have sold out the Doug Tallamy books.
10. STAFF AND VOLUNTEERS: No report.
11. PUBLIC COMMENTS: No additional comments.
12. NEXT MEETING: The CPC will meet on Monday October 3st at 8:00 a.m. at the Town Hall. The Trustees will meet on Saturday October 22nd at 9:00 a.m. at Town Hall.
13. ADJOURN: The meeting was adjourned at 10:38 a.m.

Respectfully submitted,

Norma Marcellino

Dear (Patron name)

Welcome to the Eastham Public Library ! It is my hope , shared by the staff and our many volunteers, that this will be the beginning of a long and satisfying relationship.

The Eastham Public Library traces its roots to the late 19th century. The main building was erected in 1897 with support from a group of Eastham residents called the Village Improvement Society, hence the VIS lettering over the doorway. This building is now on the National Register of Historic Places.

Over the years various additions occurred and in 2016 the current library was completed. The Library has become a community center offering programs of enrichment for young and old. The Friends of the Eastham Public Library support many of these programs along with monies for books, magazines, newspapers ,CD/DVDs , equipment and passes to 15 area museums.

Your new library card provides access to the many benefits of the CLAMS Network. With your library card you can check out books , DVDs, CDs,magazines, large print and more. In addition you may reserve material from any of the (#?) CLAMS Libraries on the Cape and Islands. If you can not find what you are looking for through CLAMS, you can request material from almost any public library in Massachusetts through the Commonwealth Catalog. You can also download music, ebooks, audio books and magazines. Check out the complete listing on our website at www.easthamlibrary.org.

The operations of the Eastham Public Library are paid for with taxpayer monies from the Town of Eastham and the Commonwealth of Massachusetts ,the Friends of the Eastham Public Library, endowment income from the Board of Trustees and personal donations. The five (5) member Board of Trustees , elected by the voters, oversee the administration of the library and its policies.

Thank you for joining the Eastham Public Library. It is a great pleasure to welcome you. Please contact me at (508) 240-5950 or ddejonkerberry@clamsnet.org if there is anything that I can do to assist you.

Sincerely,
Debra DeJonker-Berry
Library Director

Dear New Patron (name)

Thank you for visiting the Eastham Public Library and congratulations on receiving your new Eastham Library card . Did you know that Eastham has a brand new library building with lots of exciting new materials and there is also a separate space for young adults ?

Be sure to bring your new Eastham library card with you when you come to visit us. It allows you to borrow books, movies, CD's and many other items, both from us and from other nearby libraries in the CLAMS Library Network. Check us out at www.easthamlibrary.org .

We have storytimes, workshops, concerts, author visits, summer reading programs and other fun events. We can help you with your homework questions and find just the right book for you to read. Visit us often and feel free to ask us for help when you need it.

Sincerely,

Fran McLoughlin

Youth Services Librarian



EASTHAM PUBLIC LIBRARY'S YOUTH SERVICES ROOMS

Books go out for 2 weeks,
DVDs go out for one week

Fines are .25/day on most
materials,
\$1 /day on DVDs

Did you know that we
used to have our own
library cat named Melville
Dewey?



WELCOME TO YOUTH SERVICES

We have books, movies, music, video games, spoken books, magazines, story times, clubs, reading to dogs, family programs, movie times and more! Your CLAMS card offers you access to materials outside of our borders – in other Cape Cod libraries and beyond!

We also would like to know YOUR ideas for materials and programs.

Your librarians Marianne and Fran would love to help you search for the perfect materials for your reading pleasure or research needs. You can email us: Fran at fmcloughlin@clamsnet.org, Marianne at msinopoli@clamsnet.org.



OUR TEENS NOW HAVE THEIR OWN SPACE!

WE COME TO

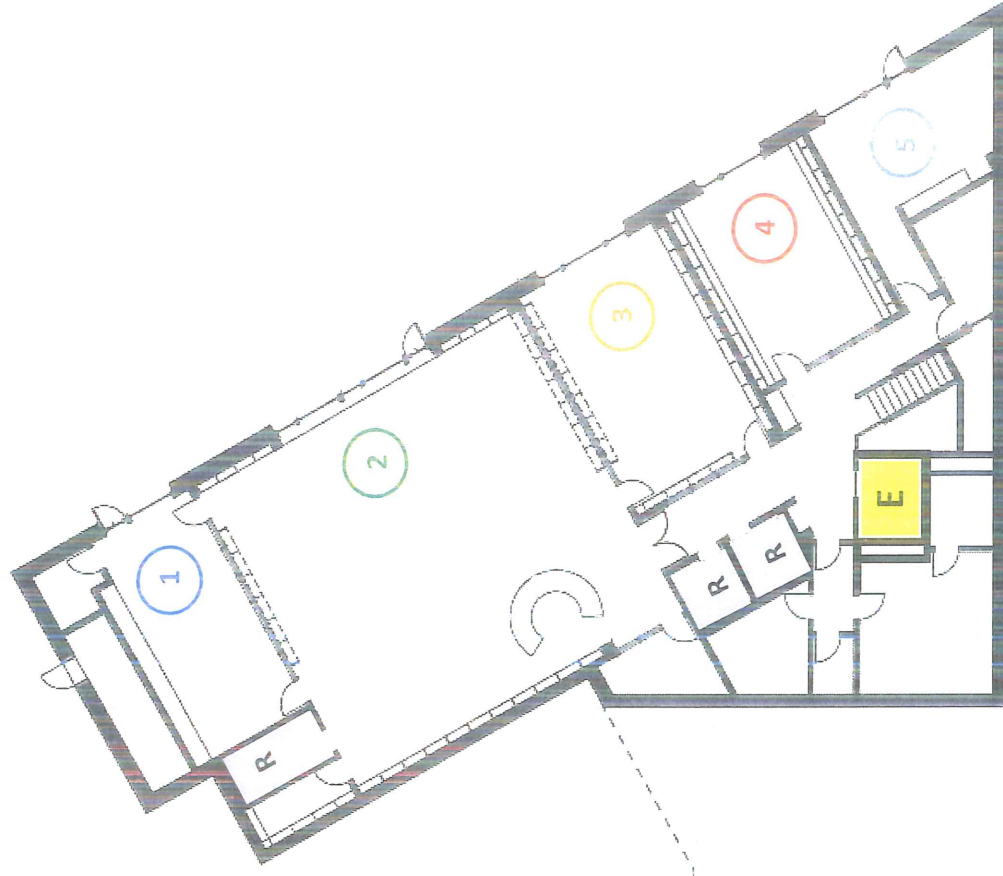
EASTHAM PUBLIC LIBRARY

190 Samoset Road
Eastham MA 02642
508-240-5950

www.easthamlibrary.org

Tues. & Thur. 10:00-8:00
Wed., Fri., Sat 10:00-4:00

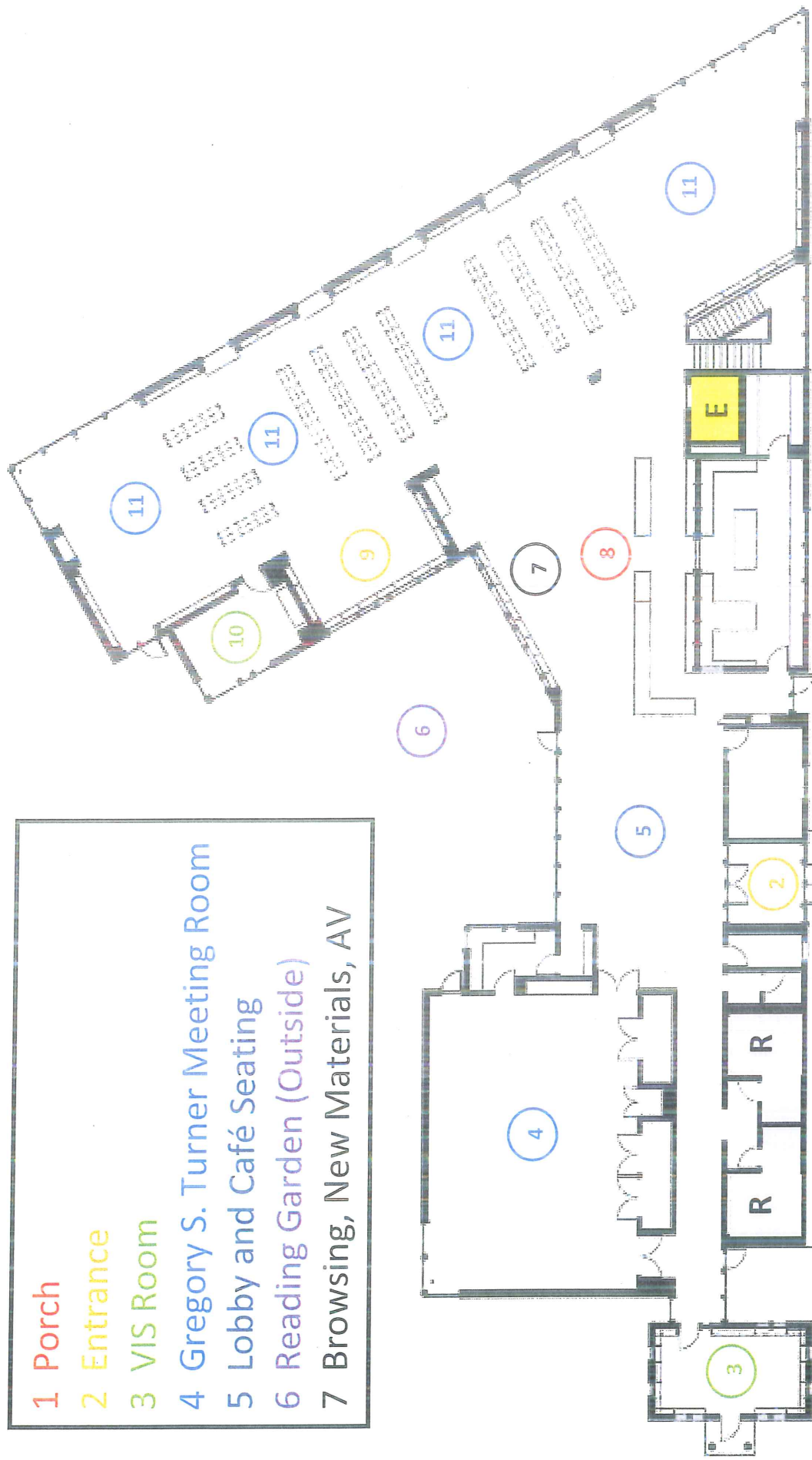
- 1 Children's Program Room
- 2 Children's Room
- 3 Young Adult Room
- 4 Eastham Room
- 5 Staff Room
- R Rest Rooms
- E Elevator



LOWER LEVEL FLOOR PLAN

EASTHAM PUBLIC LIBRARY

- 1 Porch
- 2 Entrance
- 3 VIS Room
- 4 Gregory S. Turner Meeting Room
- 5 Lobby and Café Seating
- 6 Reading Garden (Outside)
- 7 Browsing, New Materials, AV



- 8 Circulation Desk
- 9 Periodicals Room
- 10 Conference Room
- 11 Reading Room
- R Restrooms
- E Elevator

UPPER LEVEL FLOOR PLAN EASTHAM PUBLIC LIBRARY