

TOWN OF EASTHAM

Eastham Public Library
Board of Trustees

Will Hold a Meeting: X Public Hearing: _____

Date: Saturday, March 11, 2017

Time : 9:00 AM

Place Held : Eastham Public Library
190 Samoset Rd, Greg Turner Mtg Rm B

Topics of Discussion:

1. Call to order
2. Minutes (2/11/17 (1)&(2))
3. Guest Adam Rouillard (computer workshop volunteer)
4. Landscaping update
5. Financial Report
6. Directors Report, programs, Key Project exhibit, Mass. Memories Road Show, (Word of Mouth Marketing), Massachusetts Library Association Conference, Winter Music Series, Civic Engagement Series, Yugio card club, Moms group, Family History 101 with Donna Zucker of Story Guide
7. Old Business
 - Legislative letters
 - Patron letters
 - MBLC app. for payment
 - Piano policy
 - Circ desk
 - Punch List
 - O&M manuals
 - Lighting
 - Meeting Room use
 - IT
 - Dedication
 - Bylaws Update
7. New Business
8. ELBFI
9. Friends
10. Staff and Volunteers
11. Public Comments
12. Upcoming meetings ()

EASTHAM PUBLIC LIBRARY
TRUSTEES MEETING, February 11, 2017

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, Debra DeJonker-Berry
Guests: Aimee Eckman, Mimi Ace, Al Alfano, Elizabeth Gawron
3. MINUTES: The minutes of January 28, 2017 were approved.
4. FINANCIAL REPORTS: The financial reports were available but not discussed.
5. DIRECTOR'S REPORT: Programing continues to expand. The Children's Room programs are very busy. Many diverse groups are using the meeting rooms. Scheduling activities while allowing enough time in between programs and a policy for use of the piano are concerns. The Eastham Painter's Guild Exhibit has been an excellent learning experience and The Art Committee has been a wonderful resource. Elaine Lipton is thanked for stewarding the restoration and framing of the bi-centennial quilts and Cape Associates is thanked for hanging them above the stairs.
6. OLD BUSINESS:
Sharon and the Dedication Committee are to be congratulated for their work in planning the events and activities.
Deb has concerns about the circulation desk for the Children's Room-mostly in the area of color.
Mary will speak to the Selectmen about the May 7th Mass Memories Road Show. The next Committee meeting is February 27th.
Work on the Punch List should happen the week of February 20th. Sharon will write and mail out the thank you notes for the Dedication. Who should receive these thank you notes was discussed.
Protection for the Gaitlin property across from the library exit was discussed. They will be asked when they are here to come up with

a plan for shrubs, etc. and the Trustees will make a decision at that time.

7. NEW BUSINESS:

A motion was made and passed. **MOTION:** The Trustees authorize expenditures up to \$5000 from the Trustees Interest Account to be used at the discretion of the Library Director for purposes of library needs and staff development.

Dick Ryder has asked about placing a Massachusetts State Flag in the Library.

Applications are in for the new part time library position. Deb and Jacqui Beebe will go through them for candidates to interview.

Deb would like to have someone help with technology.

Dave is interested in looking into solar panels for the building.

Dave asked Al if ELBFI would be able to look into grants. Al will work on this along with the Trustees.

Dave resigned his position as Trustee Chair. Norma was elected Chair and Sharon will take over the duties of Secretary. Mary will continue to serve as Vice Chair. Deb will let the MBLC know of these changes.

8. ELBFI: ELBFI is paying \$10,000 from their funds for the security hookup to the Police Station.

9. FRIENDS: No report.

10. STAFF AND VOLUNTEERS: The Staff Breakfast will happen after the new person is hired.

11. PUBLIC COMMENTS: No additional comments.

12. NEXT MEETING: The Trustees will reconvene at 11:00 a.m. for a meeting with the Friends of Depot Pond. The Library will go before the Conservation Commission on Tuesday, February 14th at 6:00 p.m. at Town Hall. The next regular meeting of the Trustees will be on Saturday, March 11, 2017 at 9:00 a.m. at the Library.

13. ADJOURN: The meeting was adjourned at 10:15 a.m.

Respectfully submitted,
Norma Marcellino

EASTHAM PUBLIC LIBRARY
TRUSTEES MEETING, February 11, 2017

1. CALL TO ORDER: The meeting was called to order at 11:00 a.m.
2. PRESENT: Members: Dave Payor, Norma Marcellino, Mary Shaw, Sharon Krause, Debra DeJonker-Berry
Guests: Aimee Eckman. Members of the Friends of Depot Pond: Marge Smith, Adolph Reinhardt, Janet Reinhardt, Hugh Daugherty, Lisa Linnehan, Marianne Lampke, Bob Seay, Sandy Bayne
3. NEW BUSINESS: The groups met to discuss their mutual concerns about the preservation of Depot Pond and how that is affected by the new Library. The discussions centered mostly on two areas-the disturbances caused by the lights from the Library and the plan to remove trees, etc. in the buffer zone.

The Friends group would like to see a more conservative approach taken for the removal of trees. Dave and Deb stated that any removal would be most concerned with invasive species. Dave said there is no immediate schedule for anything to happen. This will be a lengthy process. Anything removed will be replaced with new shrubbery etc. This brings up another concern-maintenance of new plantings. Both groups will be represented at the hearing on Tuesday, February 14th before the Conservation Commission. All are interested in what the Commission will approve or not approve. No definite plan has been made.

Many concerns were expressed about the lighting given off during the night from the Library. The Reinhardts shared the impact of the lighting from their house. Deb shared the schedule of the after hour cleaners and said that until the permanent certificate of occupancy is received no work can be done to change or lower lighting or move the flow of the lights. Bob Seay questioned the design of the bollards. Everyone agreed that this is

a top priority-how late the lights are on and how strong they are. Work will continue in this area of concern.

Other concerns brought up were the septic system, storm management and the path used by people to access the pond. The Trustees have requested that the Selectmen address the item of pond access since the town is ultimately responsible. Sandy Bayne shared with the group the report she had done on the health and concerns of the pond.

4. NEXT MEETING: Both groups will attend the meeting of the Conservation Commission on February 14th at 6:00 p.m. at Town hall. The Trustees will meet on Saturday, March 11th at 9:00 a.m. at the Library.
5. ADJOURN: The meeting was adjourned at 12:15p.m.

Respectfully submitted,

Norma Marcellino

3/10/17

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	178,269.00	141,347.68			55.78%		
EXPENSES												
Temp		530000			2,652.00	2,062.95	589.05			77.79%		
Repairs		524000			2,000.00	1,366.30	633.70			68.32%		
Communication		534000			1,000.00	649.33	350.67			64.93%		
Postage		534200			100.00	0.00	100.00			0.00%		
Office Supplies		542000			1,400.00	1,284.18	115.82			91.73%		
Books/Materials Supplies		546500			2,000.00	1,282.10	717.90			64.11%		
Materials		558000			79,800.00	50,265.94	29,534.06			62.99%		
In-State Travel		571000			125.00	45.60	79.40			36.48%		
Dues/Memberships		573000			200.00	237.00	-37.00			118.50%		
EXPENSES TOTAL EXPENDED					89,277.00	57,193.40	32,083.60			64.06%		
STATE AID					Beginning Balance		Expense		Ending Balance			
Beginning Balance		1260 558000			13,315.65							
Payments					2,392.79							
Expenses												
Totals		1260 558000			15,708.44		3,674.37		12,034.07			

3/10/17

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3/10/17

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Director's Report
March 11, 2017

Programming and Meeting Room use has been driving us this month. Patrons are booking their own meeting rooms, and we are enjoying seeing some library program being offered by other groups. We also have several series going right now: music, civic engagement and One Book One Town. We are showing more films too (for adults and children). The Gawande simulcast was postponed until next fall because of a blizzard. Our Dedication week was non-stop, but we gained confidence from the varied programs—thank you all for your hard work on making this week a success! The online booking software is working well, and we need to provide worksheets in each meeting room requesting attendance statistics. On that note, I have ordered and expect to see installed a new patron counter for our front door.

We are also working on several special projects, collaborating with the Recreation Department (trivia night!) and the COA (a new oral history project/StoryCorps is in the testing/planning stage), preparation for the Mass. Memories Road Show, an upcoming Jazz music series, Family History 101 with Donna Zucker of Story Guide and a grant for staff development called Word of Mouth Marketing. We have also had staff training workshops here, the most recent, CLAMS' Encore catalog training. We were sad to see the Eastham Painters Guild display taken down—it was such an amazing representation of art and so beautifully set off our spaces; but we are enjoying the key exhibit and watching patrons of all ages actively create and add their art.

Youth Services: Our patrons have been LOVING our new space! Our Wednesday Toddler Times, led by Lucy Gilmore, are outrageously popular. If you are on the lower level of the library on a Wednesday morning, you may notice that we will often have 40 or so people (some of them quite small) playing with the toys, enjoying the program, and learning to interact with each other. We have added a “Move and Groove” program on the second Thursday of the month, which usually has the same atmosphere and participants as Toddler Time (the Kids' Room can be a noisy place – thank goodness it is far removed from the quiet areas upstairs). Tuesday mornings brings in the Outer Cape Moms meetings, where moms (with their infants) can chat with each other and the on-hand lactation consultant, and a number of middle school boys have formed a “Yugi-o Club” which meets later that day. Lego Club, preschool story time and preschool visits also continue. We teamed with Lisa Shaw of the Rec Dept. for a Trivia Night, and we look forward to collaborating with the Rec. Department for a “Walk and Read” program in the spring. School vacation week was a busy time in the Children's Room. We had a couple of patrons volunteer to run a few workshops (two sewing, one knitting, one painting, one paper craft), we showed a movie on the big screen, held Lego Club and story time, and turned the program room into “STEAM stations” (science, technology, engineering, art and math). We have new coat hooks and a cool new electric sign. We have begun to use the large TV monitor on wheels and also some of the fun new educational toys. We are planning our summer reading program “Build a Better World”, and we are proud and grateful every day to have this beautiful new building to work in.

The punch list is whittling down, we are becoming more comfortable with our new technology (having more confidence in using the microphones and screens/projectors), and have received the Operations and Maintenance manuals along with the As Built drawings. Griffin Electric is coming next week to reprogram the lights addressing the lower level issues and the lights that do not turn off inside. We will also look at the bollards and the parking lot lights.

We are starting to look at more ways to display information more effectively and have purchased acrylic floor stands, wall mounted brochure displays, and are investigating bulletin boards in the lower level corridor (by the Children's Room) and art exhibit space above the wall-mounted shelving in the Children's Room. We are about to continue the weeding project we started in November as well as a lower level (mechanical room) cleanup.

I have been part of the interview team for the new Executive Director for CLAMS as well as working on selection of our new part-time Technical Assistant.

Door Count	Counter not working
Adult Programming/Attendance	6 programs / 73 People *
Children's Programming/Attendance	31 Programs / 390 People
New Titles	450
Withdrawn Items	33
New Patrons/Library Card Registrations	66 CLAMS / 3 Overdrive
Web-site Hits	3294 Sessions ; 5897 pageviews
Gale Databases	Sessions ; searches;
ZINIO	3 new patron, 45 checkouts

We will need to leave forms for folks to fill out who are using the meeting rooms to get a better handle on these stats

Memorial Funds Received (Trustees Interest:

Respectfully submitted,
Debra DeJonker-Berry,
Director

EASTHAM PUBLIC LIBRARY CIRCULATION STATISTICS (CLAMS) 1992 -

	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020
January	6770	6379	5699	5660	5380	2885	2728	5,317			
February	6182	5976	6068	5539	5127	3205	2662	4912			
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	3502				
October	7414	6663	6372	6188	2568	3358	3004				
November	6468	6214	6051	5737	2639	2626	5564				
December	5917	5848	5097	4854	3135	3133	5339				
TOTAL	100509	92746	88397	84299	64028	46966	47957	10229	0	0	0

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

	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020
January	143	278	458	574	521	706	786	973			
February	137	238	477	465	476	659	735	868			
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	775				
October	190	394	513	554	546	731	793				
November	188	324	493	471	593	635	802				
December	237	502	435	469	656	672	803				
TOTAL	1915	3812	5836	6253	7302	8839	9525	1841	0	0	0

Eastham Public Library Meeting Room Statistics

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PIANO THOUGHTS January 2017

The Eastham Public Library has been given a Steinway 'O' piano circa ¹⁹⁰⁶~~1918~~. This piano will need proper tuning and maintenance in order to stay in performance condition. It will provide unique opportunities for concerts, master classes and many other kinds of musical presentations.

People who wish to play the piano should have the proper credentials, especially if they are folks from the community who would simply like the opportunity to play during designated library hours.

Perhaps a link on our website "Requesting Permission to Play the Piano" would be a start simply to see how much interest there is or have a form at the circ desk that could be filled out.

These are just some preliminary thoughts - To be continued.....

TO: Library Trustees
FROM: Debbie Abbott for Friends of the Eastham Library
DATE: March 11, 2017 meeting

1. We have a committee working on plans for Annual Meeting in June. Two different ideas are being pursued and the date will TENTATIVELY be Sunday, June 4th or Wednesday, June 14th. We will finalize at April meeting.

2. Nominating Committee is at work. We will have two new members, Ruth Gail Cohen and Sheila Garry. It appears everyone else will be returning. We are still desperate for a Treasurer. Al Sette stepped up last year when Donna Cary moved on. If you know of anyone who might be interested AND doesn't go away for 3 of 4 months in the winter, please let me know!

3. Next big newsletter will be in May.

4. The Friends will be selling Stephen Puleo's book, "The Caning," at the author's talk March 21 at 6:30 p.m. We already have and will continue to publicize it on our Face Book page. Hoping for a good turnout.

5. Mass Memories Road Show: Do we want to think about perhaps hosting a pizza party at the library on Saturday late afternoon/early evening (May 6) for the "roadies" coming to stay in Eastham? Obviously, we won't know until it gets closer exactly how many are coming and when, but it might be a nice way for all of them and those of us available to schmooze before Sunday morning.

As you may remember, the Friends are in charge of housing for the 14-16 roadies coming to help. We have lined up housing for 12 (including the 2 that Mary S. is taking). If any of you would like to help, please let me know.

Thanks.

Debbie Abbott