

**Eastham Public Library**

**Board of Trustees**

**Saturday, Saturday, April 8, 2017**

**9:00 AM**

**Eastham Public Library, 190 Samoset Rd, Greg Turner Mtg Rm B**

**Topics of Discussion:**

1. Minutes (3/11/17)
2. Financial Report
3. Director's Report (this will be in writing but here so in case there is something you would like me to mention)
  - New Staff, Volunteers, Volunteer meeting
  - WOMM (Word of Marketing Grant)
  - MLA Conference
  - Eastham Room Draft Policy
  - Meeting Room/Programming--George Price program, jazz
  - Collection Development (Weeding)
  - Art in Historical Society
  - Art Committee
  - Patron letters
  - Signarama
  - People Counter & Meeting Room Statistics Clipboards0Free Equipment from Centerville Library
  - Mass. Memories Road Show & Digital Commonwealth Scanning
  - 5th Grade Books
  - Bike racks location
4. Old Business
  - Shrubbery proposal
  - Conservation Commission
  - Lighting
  - Tree Removal
  - Punch List
  - j Circ Desk
  - Piano Policy
  - Review Building Maintenance/Landscaping/Parking Spreadsheet
5. New Business
  - Handicapped parking spaces
  - LEED Handouts
  - Solar update
6. Staff & Volunteers
7. ELBFI
8. Friends
9. Other
10. Upcoming Meetings (next Trustees meeting - Saturday, May 6? - Deb cannot make the regular meeting;next CPC meeting will be called by Jacqui once she has completed her analysis)

**EASTHAM PUBLIC LIBRARY**

**TRUSTEES MEETING**

**MARCH 11, 2017**

**CALL TO ORDER:** The meeting was called to order at 9:05 a.m.

**PRESENT:** Norma Marcellino, Dave Payor, Mary Shaw, Sharon Krause, Deb DeJonker-Berry

**GUESTS:** Mimi Ace, Russ Moehlich, Aimee Eckman, Al Alfano, Sheila Vanderhoef

**MINUTES:** The two sets of minutes from the February 11<sup>th</sup> Trustee meeting and Pond Neighbors meeting were approved.

Newly elected Chairperson, Norma took a few moments to acknowledge Dave Payor for being our Chair for so long and leading us through the building process and Sheila Vanderhoef for her work in advancing the new building project. A grateful thanks from all!

Deb told the group about Adam Rouillard who was to speak about a tech class he would like to start, using free software. In his absence, he sent a short video to give an idea of content.

Charles Wentz of Ponderosa presented his revised plan for landscaping above the pond. The plan shows the removal of approved trees and their replacements and concentrates on the upper portion of the bank. Also, temporary drip irrigation, timer-driven will be installed and used to establish the new plants. No herbicides



will be used. Work will most likely start in September. Dave will send the revised plan to the Pond neighbors. Charles will present this plan to ConCom on March 28<sup>th</sup>. The three trees outside the buffer zone will be removed as soon as Sheila determines the protocol for working on private property. She recommends the Trustees contracting with Bartlett to take the three trees. Charles has spoken with the Gatlins, across Samoset Road about a plan for plantings in their front yard. He is sending them an estimate for prospective work.

**FINANCIAL REPORTS:** Deb would like to move some salary money to have money available for the temp. She will need town approval, since many changes have taken place. Maintenance for next year, up to \$30,000 is now in the town budget. Trustees interest will pay for it until the end of the fiscal year. Deb would like to spend money on books, possibly \$5,000. Children's Circ desk is a couple of weeks away. No CPC meeting will be scheduled until the project is completely finished. A workshop concerning the financials was suggested by Norma.

Deb inserted a new page in the financial report listing all donations to different memorials.

**DIRECTOR'S REPORT:** Meeting room reservations are coming in. Policy for the rooms may need some more specific work, as situations arise. Deb thanked everyone for help with the Dedication Ceremony/Week. The Story Guide project will be led by Donna Zucker, who does family histories and another event, Word of Mouth Marketing will be taking place; we are one of 75 libraries that applied. There will be a one-day workshop to adopt this philosophy; it is a good opportunity for team building. More items on the punch list will be worked on this coming week. Indoor/outdoor lighting will be among the most important items. Two videos are about to go on the website, one of the book art and also the LEED tour with Matt Smith. Position for the tech assistant is finalizing. Harvard Art Museum passes have come, courtesy of the Friends. Work sheets for the meeting rooms will be placed in each for people to record attendance, use. A people-counter has been ordered for the lobby.

**OLD BUSINESS:** Al has sent letters to our representative regarding a grant for solar panels. Norma, Al, Aimee and Jacquie will discuss the feasibility of benefit to the town. The patron letters are being edited by Deb and Fran. A piano policy is still in the works. Jonathan Page came to tune the piano, \$150 paid by the Friends. He says that we do not need the humidifier. \$450 for realigning piano keys for touch, \$350 for used professional bench, \$1200 for dampers, \$350 to tighten the coils. He also recommended in 5/7/10 years, \$300 to readjust the action/surface of the hammers. The Trustees are in agreement to proceed with the whole job.

**NEW BUSINESS:** Mary will talk with Fran about a new book for the graduating 5<sup>th</sup> graders. Deb would like to have a work/Excel sheet, which suggests job timing for such items as landscaping, ordering building supplies, snow removal, cigarette disposal, mowing, supplies for custodial care. The Trustees will come to the next meeting with worksheets completed.

**ELBFI:** The group will again participate in the Cape Cod Hydrangea Festival with a garden tour on July 11th. The festival will kick off on Thursday, July 6th at a library reception for the artist/photographer John Tunney. They are also working on a grant for a Braille Reader.

**FOEL:**

1. They 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.

They 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. Will continue to publicize it on our Face Book page.

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? Would be a nice social event to hold.

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.

**STAFF AND VOLUNTEERS:** No report

**PUBLIC PARTICIPATION:** NONE

**NEXT MEETING:** April 8, 2017 at 9 a.m. at the library

**ADJOURN:** The meeting was adjourned at 10:55 a.m.

Respectfully submitted,

Sharon Krause, Secretary

4/5/17

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

Town Budget								
	Line Item		Adjusted Budget	Expenses	Balance			
	16102							% Used
Salaries Expended			319,616.68	199,440.00	120,176.68			62.40%
Expenses								
Temp	530000		2,652.00	2,451.27	200.73			92.43%
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	1,415.73	-15.73			101.12%
Books/Materials Supplies	546500		2,000.00	1,324.16	675.84			66.21%
Materials	558000		79,800.00	54,726.86	25,073.14			68.58%
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	62,216.25	27,060.75			69.69%
State Aid			Beginning Balance		Expense	Ending Balance		
Beginning Balance		1260 558000	13,315.65					
Payments			2,392.79					
Expenses					3,674.37			
Totals		1260 558000	15,708.44		3,674.37	12,034.07		

4/5/17

Other Funds					Beginning Balance	Interest	Expense	Expendable	Non-Exp Bal
								Balance	
Robert C Billings			8202 558000	Expendable	6,506.47	110.68		6,617.15	
		Non-Expendable			14,000.00				
Thomas B Cawley			8203 558000	Expendable	479.59	9.51		489.10	14,000.00
		Non-Expendable			1,275.00				
Trustees Memorial Fund			8205 558000	Expendable	15,119.41	344.90	1,372.84	14,091.47	1,275.00
Non-Expendable					48,821.81				
Robert Sparrow			8206 558000	Expendable	278.64	45.55		324.19	48,821.81
		Non-Expendable			8,162.00				
Campbell Mem Fund			8207 558000	Expendable	669.55	8.93		678.48	8,162.00
		Non-Expendable			1,000.00				
Gertrude Zollinger			8216 558000	Expendable	1,014.24	10.85		1,025.09	1,000.00
		Non-Expendable			1,000.00				
Vivian Andrist			8217 558000	Expendable	165.50	13.25		178.75	
		Non-Expendable			2,290.00				
Gertrude Nason			8209 558000	Expendable	2,671.02	27.95		2,698.97	2,290.00
		Non-Expendable			2,500.00				
E & A Merrill			8208 558000	Expendable	714.88	6.37		721.25	2,500.00
		Non-Expendable			500.00				
Winifred Franklin				Expendable	54,370.37	267.41	11,398.88	43,238.90	500.00
		Non-Expendable							
Totals						845.40		70,063.35	78,548.81

4/5/17

[illegible]

4/5/17

Library Building		Bond	Beginning Balance	Deposits/Gifts	Interest	Expenses	Balance
			1,150,891.00	7,099,155.00	5,455.56	8,580,194.04	-324,692.48
	3012 5310-00 Legal					1,359.50	
	3012 5890-01 OPM					281,980.00	
	3012 5890-02 Archt					771,838.00	
	3012 5890-03 Archt Reimb					7,009.64	
	3012 5890-04 Archt Add S					105,340.00	
	3012 5890-05 OPM Reimb					15,029.56	
	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					87,401.50	
	3012 589013 Temporary Space					119,170.40	
	3012 589014 Construction Expense					7,054,915.41	
	3012 589015FF&E					355,666.59	
	3012 589016Security					52,050.32	
	<b>Totals</b>		<b>1,150,891.00</b>	<b>7,099,155.00</b>	<b>5,455.56</b>	<b>8,580,194.04</b>	<b>-324,692.48</b>

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**  
**April 8, 2017**

Matt Sumner has been hired as our new Library Assistant finishing the last of the staffing changes for the new library. Matt has held library positions at N. Carolina State University and NYU Abu Dhabi providing software training, support and helping to find, collect and analyze datasets, as well as providing reference, circulation and directional service at the information desks. Matt has a bachelor's degree in biology, an MS in Geographic Information Science and is pursuing an MLS degree (remotely) at Drexel University.. He has Massachusetts and Cape Cod (Brewster) ties. Matt's skills will compliment those of our staff and volunteers, and everyone is looking forward to welcoming him on April 20.

We are planning on a Volunteer Training morning on April 25<sup>th</sup> and would like to delay our staff breakfast until Matt is with us. Fran, Freya, Karen and Marianne attended a grant-funded WOMM workshop this week. Our library was one of 25 selected for this 18-month immersive program. The MLA conference in Hyannis is coming up, and we are all looking forward to attending.

Programs highlighting the work of Karen's Adult Programming Committee include: Jacqueline Schwab's performance truly honored our majestic Steinway; Steve Puleo's presentation on his book "The Caning" bringing history to life; Bob Cook's welcoming spring with his talk on vernal ponds and amphibians—all so well attended to. Thanks also go to our Eastham community for supporting our programming by attending and offering suggestions

Our Jazz series has just begun, we have a full natural history series under way, and we are looking forward to a special presentation from retiring Seashore Superintendent George Price. We have had many queries from writers wanting to offer programs: this topic will be our next focus for either a sub-committee or a writers group.

We have begun to weed the adult collections so that we can shift the shelves and collection before the summer season begins. With summer in mind, the following is a draft Eastham Room Policy for discussion: *The Eastham Room Collection is available on regularly scheduled hours and by appointment. As much of the collection as possible is duplicated in our circulating Cape Cod Collection, digital collection and through genealogical databases the library subscribes.*

Genealogy and local history will be the focus later this spring, Town Clerk Sue Fisher is volunteering to help Connie with the Collection and to assist the public on Tuesday late afternoons, retired Library Director Jane Pederson will also provide scheduled assistance (as well as helping Connie inventory the collection. Genealogist Patty Donohue (Eastham Historical Society) will present a workshop on Ancestry.com as well as a follow up progra, Donna Zucker from Storyguide will present a program "Family History 101" which will focus on telling/writing a family history, Diane Brooks Sherry will follow up with a program on the Internet Archive and the DPLA—all this surrounding our Mass. Memories Road Show. We are also looking at bringing more material to the BPL to be digitized that weekend.

This from Fran: The Children's Staff have been having fun in the Children's Room. It is a very busy place most mornings until about 12:30 or 1:00. There is a little lull around naptime, and things pick up a bit



after school lets out. On Saturdays, we have been setting up the program room with various drop-in activities, and families have been loving it – so much so that we might need to add more items to our collection. We continue to hold Toddler Time, Move & Groove, Storytime, preschool visits, etc. The Young Adult room has also been seeing some after school action, and is greatly enhanced by the Harry Potter chess set. Many pairs of adult/child have faced off over the chess set, and it is a sweet victory when the child wins for the first time! We are so excited to have our new circulation desk, and so looking forward to the installation of our bulletin boards – what a great space we have for our youth!

I want to thank the Art Committee for all their hard work – it is wonderful to not only have their help in organizing the exhibits but to have such an encouraging body of experience and talent to guide the next generations! After the Road Show, I would like to work with them to bring back more of the art work that is in the Historical Society (more of the small pieces). Neil Andres has brought the two bike racks over and placed them for us to test the location. I like the one on the porch but want to watch if there is any impact on traffic. I hope that one near the reading garden will reduce the need to prop bikes on the building. As part of the LEED process, we will have handouts available for those interested in learning about our LEED certification. The information is also on our [web-site](#)

Griffin Electric has rewired the lights downstairs so that we can turn all the lights off (the Children's Librarian's office turns on with motion so that there is still good light upon entering when needed). The program room and staff room also now turn off – all these lights will turn on during a power loss (battery). However. Aimee Eckman has developed a way to mask the outdoor bollards, and the results are promising. I have spoken with Neil Andrews and will work on getting quotes for the tree removal next week. Dave has offered to help.

The first batch of patron letters have gone out, and it will be interesting to see the response to them. Signarama has returned with the rest room (baby changing) signs, as well as the "Attic Access" sign the Fire Chief requested. We are still working on the Punch List – Nauset returns on Monday to install the last shade in the meeting room, and we are absolutely delighted to have both circulation desks fully installed. The people counter is giving us our first batch of numbers, and Mimi Ace has volunteered to help me keep track of the meeting room statistics (usage and attendance).

Respectfully Submitted,

Debra DeJonker-Berry

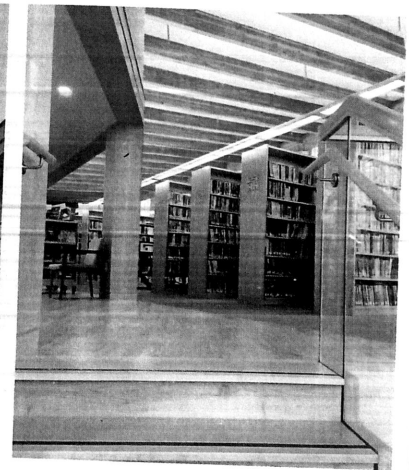
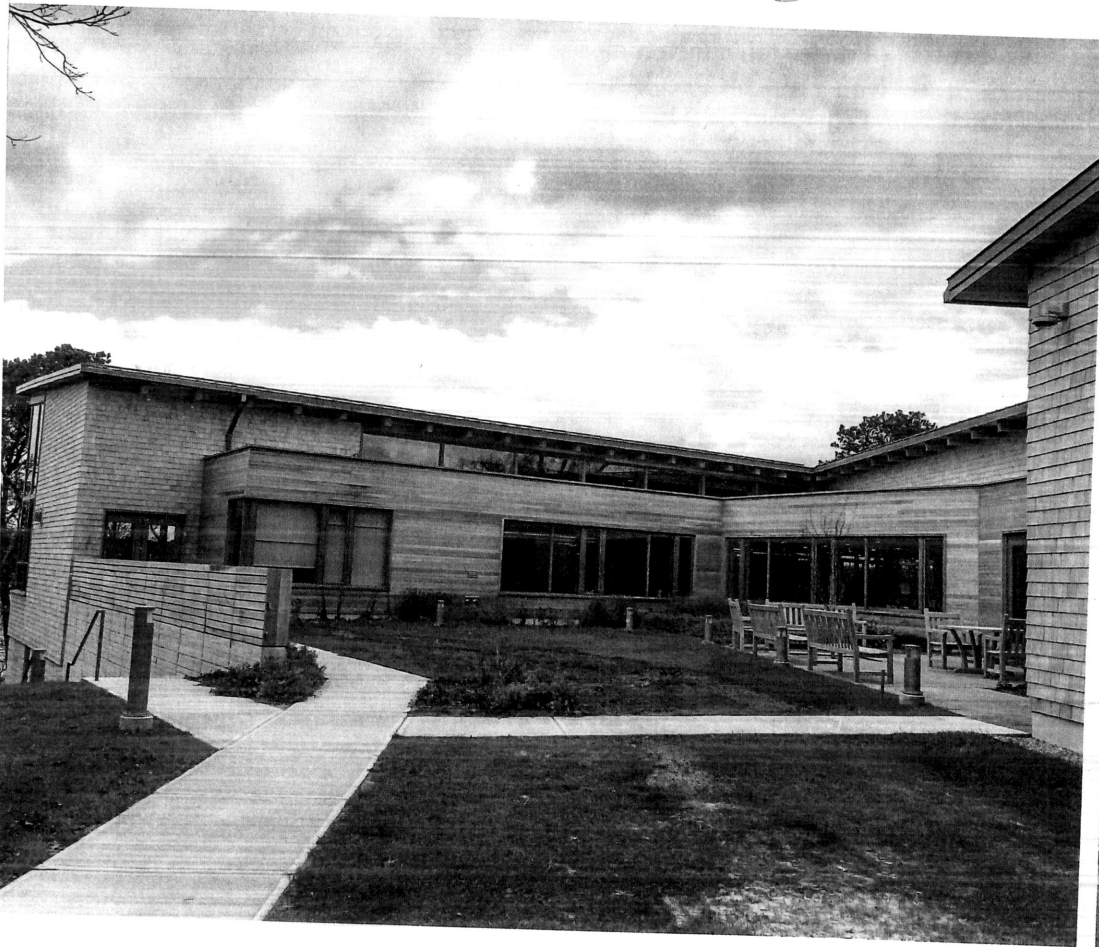
Door Count	3631 (beginning 3/16)
Adult Programming/Attendance	83 programs / 477 People
Children's Programming/Attendance	19 Programs / 311 People
New Titles	375
Withdrawn Items	201
New Patrons/Library Card Registrations	52 CLAMS / 13 Overdrive
Web-site Hits	3143 Sessions ; 5547 pageviews
Gale Databases	Sessions ; searches;
ZINIO	1 new borrower/ 48 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	5,317			
February	6182	5976	6068	5539	5127	3205	2662	4912			
March	6604	6898	6142	5556	5105	3496	3110	5507			
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				
<b>TOTAL</b>	100509	92746	88397	84299	64028	46966	47957	15736	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	973			
February	137	238	477	465	476	659	735	868			
March	138	233	512	615	568	715	830	1000			
April	135	263	377	625	603	674	716	p			
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				
<b>TOTAL</b>	1915	3812	5836	6253	7302	8839	9525	2841	0	0	0



## State-of-the-Art Library

**T**he Eastham Public Library began as a one-room building of 300 square feet in 1897. It had two major additions over the years: the first in 1961, the second in 1988. Then in 2014 demolition began with plans to restore the original building and rebuild the rest of the library to doubling its size. A project more than two years in the making, the new contemporary 18,000-square-foot library is finally complete. The building was designed by Boston-based architectural firm Oudens Ello with sustainability in mind: the roof was fitted for solar panels and much of the building has floor-to-ceiling windows that let light in year-round. The original 300-square-foot building remains, completely restored with beadboard and reclaimed pine floors. The new library boasts maple floors, a maple

staircase leading downstairs to the young adult and children's rooms, and four conference rooms for meetings and presentations. From the selection of bathroom tile and rubber floors

in the kitchen to the stylish and comfortable furniture, no detail was left unturned. "We spent two days at Boston Design Center just sitting in different chairs," says library director Debra DeJonker-Berry. Most of the furniture is on wheels, as are some of the library stacks, should anything ever need to be rearranged, according to library trustee Mary Shaw. "We saw the need for the flexibility," says

Shaw. "Everything changes so quickly nowadays, we had to ask ourselves, 'what will our needs be in 20 years?'"

—Marina Davalos





# Clean & Green

## Sustainable Design at the Eastham Public Library



### **Project Team:**

Oudens Ello Architecture  
The Green Engineer, Inc.  
P3 Project Management  
Nauset Construction

### **Library Dedication:**

February 4, 2017

## Sustainable Sites



### **Site development - protect or restore habitat**

Many of the library's plants are native or adapted vegetation. The site includes a meadow by the pond. 43% of the site remains as vegetated open space.

### **Stormwater Management**

The Library's roof slope directs rainwater runoff away from Depot Pond into a central catch basin. The parking lot uses a sand & gravel

underlayment to improve the drainage, filtering, and recycling of rainwater away from Depot Pond and adjacent properties.



# Water Efficiency



## **Water Use Reduction**

The selection of restroom and sink fixtures reduces the Library's water use by 33%.

## **Water Efficient Landscaping**

No permanent irrigation has been installed on-site, drastically reducing the site water use.

# Energy & Atmosphere

## **Commissioning of the Building Energy Systems**

Commissioning activities were completed for the following energy-related systems: Heating, ventilating, air conditioning & refrigeration systems with associated controls; lighting & daylighting controls; domestic hot water systems.

## **Energy Performance**

The Library's Whole Building Energy Simulation has achieved an energy cost savings of 49.91%. The total predicted annual energy consumption for the project is 89,945 kWh/year of electricity. The Library's interior lighting has demonstrated a 54% energy use reduction; exterior lighting an 82% reduction.

*Photo: Light sensor in lobby ceiling.*



## **Refrigerant Management**

There are no CFC-based refrigerants serving the project building.

**On-Site Renewable Energy** 29.7% of the Library's annual energy consumption is offset by the PV system at the Town's capped landfill. The roof has been designed to be "Solar Ready" for future increased offsets of energy use by a PV system installed on-site.

# Materials & Resources

Waste Diversion: 78%

Recycled Content: 16%

Regional Materials: 17%

*Photo: Reclaimed Southern yellow pine on floor of VIS Library (1897).*



## Indoor Environment

### Low emitting Materials-Adhesives, Paints, Flooring & Composites

All interior finishes of the project have been selected to reduce the Volatile Organic Compounds (VOCs) present in the building, to maintain the health of library occupants.

### Thermal comfort: Design & Verification

The Library's mechanically ventilated & conditioned space is in compliance with LEED standards. 70% of individual spaces have access to thermal controls (operable windows, thermostats). 100% of multi-occupant spaces have access to thermal controls.



### Environmental Tobacco Smoke

**Control** Smoking is not permitted on site.

### Daylight and Views

95% of the Library's regularly occupied spaces have access to views to the exterior, greatly improving the connection between the interior spaces of the library & the outdoor environment and Depot Pond.



# Innovation in Design

## Exemplary Performance

Site Development to Maximize Open Space: The Library project score is 43%; the requirement for exemplary performance is 40%.

On-Site Renewable Energy. The requirement for exemplary performance is 15% and the project has documented 28.77%



LEED\* Gold  
Certification is  
anticipated...

\*LEED: Leadership in Energy and Environmental Design. The certification levels are Certified, Silver, Gold & Platinum.

Landscaping	Frequency	Done by?
Mowing	Same as Town Hall	DPW
Meadowgrass mowed	Determined by Order of Conditions	Natural Resources/DPW
Mulch and pea stone put down	Spring	Landscaper/PenPals
Snow Removal	As needed	DPW
Clearing exists & pathways (snow)	As needed	Buildings
Fall clean-up (leaves)	On request	Landscaper/Pen Pals
Building supplies delivered (TP, paper towels, tissues...)	On request	Buildings
Trash walk through	Regularly	Volunteers, Special Committee, Friends?
Weeding	Regularly	Landscaper, Volunteers, Special Committee, Friends?
Outdoor trash barrels picked up	Weekly, Do not use them?, 2-3 x's/wk	DPW
Cigarettes containers cleaned	Weekly, Do not use them?, 2-3 x's/wk	DPW
Watering	Weekly?	Volunteers, Landscaper
Sand removal off parking lot	As needed	DPW
Sand removal off front porch	Weekly	Buildings
Replace dead shrubbery	Spring	Nauset landscapers (3 mos after CO)



<b>Building</b>	<b>Frequency</b>	<b>Done by?</b>
Cleaning	After library closes	CS Services
Trash pickup inside	Evenings	Buildings
Filters (HVAC) changes	Quarterly	Private Co. Koanalwski
Window washing	2X/yr?	Private company
Window—Bird proofing		

Other	Frequency	Done by?
Sprinkler Maintenance	By contract	Encore
Elevator maintenance	By contract	Associated Alarm
Alarm monitoring (security, fire)	By contract	RB Allen
Parking lot		
Arrows on driveway surface	Spring	
Fence maintenance (damaged)		
Parking signs on street (no parking), left of exit		
Parking signs on street (do not block fire access-between chapel and library)		
Chapel in pines (use of our parking lot)		
Overflow parking, management of		
Parking arrows as you enter and exit		
Ugly Generator		