

BOARD OF LIBRARY TRUSTEES
Saturday, July 1, 2017 at 9:00 AM
GREGORY S. TURNER MEETING ROOM

1. Call to order
2. Minutes (June 3 & June 16)
3. Financial Report
4. Director's Report
 - Programming
 - Summer Reading Program
 - Word of Mouth Marketing
 - Staffing
5. Old Business
 - Trustees' goals
 - Landscaping Proposals, Parking lot signage
 - LEED (Gold)-programming, plaque, PR
 - Policies (Piano, Upcoming: Internet)
 - Meeting Room Procedures
 - Eastham Room Policy/Procedures update
 - Punch List
6. New Business
7. Staff & Volunteers
8. ELBFI
9. Friends
 - Annual Meeting
10. Other Business
11. Next Meetings - Proposed: Trustees: August 5, September 2, CPC: to be determined

EASTHAM PUBLIC LIBRARY
TRUSTEE FINANCIAL WORKSHOP
June 16, 2017

CALL TO ORDER: The meeting was called at 9:34 a.m.

PRESENT: Norma Marcellino, Deb DeJonker-Berry, Sharon Krause, Dave Payor,
Mary Shaw, Al Alfano
Guests: Aimee Eckman

It was decided that the Trustees should start discussions in late summer as to what they would propose for the budget for 2018. The rest of the meeting focused on the finances, detailed explanations of what they entailed and explanations of funds and accounts.

A packet was distributed and Mary and Deb gave us an in-depth look at:

1. Monthly financial report
2. Town budget schedule and key dates (planning from September to voting at May town meeting)
3. Budget Preparation: Library services work sheet (Salaries and Expenses)
4. Minimum spending requirement calculation, State regulations and State Aid Award letter (State Aid money can be accumulated without penalty of forfeiture)
5. Library dedicated town expenditures (CLAMS pd 2x yr, Building Dept., benefits)
6. Capital Plan
7. Town Meeting Warrant
Article 12-Operating Budget/Dog Tax
8. Library Accounts and Funding Sources
Bank Reconciliation/General Fund (Report from Treasurer)
9. Eastham Public Library Funds, i.e. Turner Estate (breakdown of sale of inherited properties), Winifred Franklin Fund, Bohlen/Gift Fund (ELBFI), Friends budget

At the end of the meeting, Norma handed out the goals list and asked everyone to prioritize for our next regular meeting which will be on Saturday, July 1 at 9 a.m.

The meeting was adjourned at 11:29 a.m.

Sharon Krause,
Secretary

EASTHAM PUBLIC LIBRARY
TRUSTEES MEETING
JUNE 3, 2017

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

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

GUESTS: Debbie Abbott

ELECTION OF OFFICERS: Norma will remain as Chairperson, Mary as Vice-Chair and Sharon as the Secretary for the next year. All were unanimously approved. Al was welcomed as our new member replacing Ed Harnett.

MINUTES: The minutes of April 8th and May 6th meetings were approved. During the discussion of the April 8 minutes, a decision was made to make a **MOTION** "to agree to pay \$1775 for the Gaitlin's yard work upon receipt of signed contract and the bill, money to be paid from the Trustee's interest account." For the May minutes, amend and add to the motion, for Ponderosa study and Conservation Commission, to say "\$2175 to be paid from the Trustee's interest account". The minutes were approved as amended.

FINANCIAL REPORT: With Matt Sumner gone, the staff will manage without extra help for now. Deb has been ordering books, audio books, etc heavily. Dave is concerned about the \$283,000 owed to the Trustees but is assured that the town is aware.

DIRECTOR'S REPORT: Al reported that it will cost \$6,426 for the new tack boards. Deb has finally received the certificate of occupancy. LEED celebration will include a speaker, hopefully local, take place during Windmill Weekend. Deb will issue a press release. It was decided the plaque will be polished aluminum, 16"x5/16" for \$880 plus shipping. **MOTION:** To spend not more than \$2,000 from the Trustees Interest fund to pay for the LEED plaque. The front door needs to have the hinges adjusted and we will try but then it will be Nauset's responsibility. The front stanchion has been knocked over and needs to be righted. Deb will talk to Dan about how to have it fixed. Deb will shop for a window washer, since she never received the quote she requested.

MOTION: To hire Ponderosa to do spring, mid/summer and fall cleanup, the cost not to exceed \$5,000, to be paid from the Trustees interest account.

MOTION: On the town's advice to use the municipal water for landscaping purposes, the trustees declare the water filtration system surplus material. Pond access discussion is put on hold for the time being, the police department and conservation will monitor the situation for the summer.

Deb is rethinking new patron letters because too many are being returned. Neil has recommended upgrading some of the parking signage.

MOTION: To spend up to \$2,000 to have Neil hire an outside company to enhance/upgrade parking lot directional markings and signage. Money will come from the Trustee's interest account.

Deb sought permission from the Trustees and the Friends to use the VIS Room as a meeting spot for an author's book signing, advertising to be paid by the author. No objections recorded. Bookings of those and other groups will occur at the discretion of the Director.

OLD BUSINESS: The Eastham Room and Piano policies/procedures were discussed. Room Policy was accepted as written. Minor changes were made to the piano policy and procedures and accepted.

Norma, Mary and Al attended the Trustee Orientation in Orleans.

The Trustees will meet for a financial workshop, led by Deb and Mary, to be held on Friday, June 16th from 9 to 11 a.m.

Dave suggested everyone write down personal goals for the group and next meeting have a discussion.

STAFF AND VOLUNTEERS: Staff breakfast is on hold for now.

ELBFI: The group is starting to think about winding down, possibly evolving into a new organization.

FRIENDS: New rug has arrived. Annual budget is drawn up and will be approved at the annual meeting on June 14. Hands on the Arts Festival will be attended. Book sales are steady and good. Loretta LaRouche was a huge success. Brian Eastman will be the new treasurer. Updated brochure will soon be coming out. Newsletter is out and bringing in donations.

Meeting dates for July, August and September will be 7/1, 8/5, 9/2. We may have to hold 2 meetings a month. Once the CPC meets, we may find that we need a construction meeting making up the second meeting.

Meeting was adjourned at 12:00 p.m.

Sharon Krause,
Secretary

6/29/17

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

Town Budget							
	Line Item		Adjusted Budget	Expenses	Balance		% Used
	16102						
Salaries Expended			317,517.00	254,676.34	62,840.66		80.21%
			\$2100 deducted per Town Meeting (applied to Temp expense)				
Expenses							
Temp	530000		4,752.00	4,453.56	298.44		93.72%
Repairs	524000		2,000.00	1,595.17	404.83		79.76%
Communication	534000		1,000.00	974.33	25.67		97.43%
Postage	534200		100.00	9.80	90.20		9.80%
Office Supplies	542000		1,400.00	1,538.19	-138.19		109.87%
Books/Materials Supplies	546500		2,000.00	2,038.83	-38.83		101.94%
Materials	558000		79,800.00	78,736.95	1,063.05		98.67%
In-State Travel	571000		125.00	237.32	-112.32		189.86%
Dues/Memberships	573000		200.00	237.00	-37.00		118.50%
Expenses Total Expended			91,377.00	89,821.15	1,555.85		98.30%
State Aid			Beginning Balance		Expense	Ending Balance	
Beginning Balance	1260 558000		13,315.65				
Payments			4,821.67				
Expenses					7,730.18		
Totals	1260 558000		18,137.32		7,730.18	10,407.14	

6/29/17

Other Funds				Begining Balance	Interest	Expense	Expendable Balance	Non-Exp Bal
Robert C Billings	Expendable	8202 558000		6,506.47	167.03		6,673.50	
	Non-Expendable			14,000.00				14,000.00
Thomas B Cawley	Expendable	8203 558000		479.59	14.12		493.71	
	Non-Expendable			1,275.00				1,275.00
Trustees Memorial Fund	Expendable	8205 558000		15,119.41	517.88	1,873.47	13,763.82	
	Non-Expendable			48,821.81				48,821.81
Robert Sparrow	Expendable	8206 558000		278.64	68.81		347.45	
	Non-Expendable			8,162.00				8,162.00
Campbell Mem Fund	Expendable	8207 558000		669.55	13.53		683.08	
	Non-Expendable			1,000.00				1,000.00
Gertrude Zollinger	Expendable	8216 558000		1,014.24	16.37		1,030.61	
	Non-Expendable			1,000.00				
Vivian Andrist	Expendable	8217 558000		165.50	19.92		185.42	
	Non-Expendable			2,290.00				2,290.00
Gertrude Nason	Expendable	8209 558000		2,671.02	42.20		2,713.22	
	Non-Expendable			2,500.00				2,500.00
E & A Merrill	Expendable	8208 558000		714.88	9.89		724.77	
	Non-Expendable			500.00				500.00
Winifred Franklin	Expendable			54,370.37	392.77	33,659.88	21,103.26	
	Non-Expendable							
Totals					1,262.52		47,718.84	78,548.81

6/29/17

Library Trustees Interest and Gift Account	CC5	MMDT	Seamen's Money				
	2994	4404 7413	870029305	Market			
8219.00		Expendable	Expendable				
Beginning Balance		11,287.67	349,648.55				
Receipts	50,000.00	53,035.19	0.00				
Interest	78.40	318.50	875.55				
Expenses		56,440.71	100,000.00				
Totals	50,078.40	8,200.65	250,524.10				308,803.15

		Tr In Exp	1190	17,656.00	20,031.26	17,563.45	
			Staff Dev	Cleaning	Tr Int	Water	
Town Memorial and Gift Funds		Beginning Balance	Interest/De	Expense	Ending Balance		
R Bohlen Library Gift (ELBF	1905 558000, 1905 530000	12,205.81	506,222.22	464,559.71	53,868.32		
Martha Johnston Memorial	1919 558000	4,184.67	34.01	0.00	4,218.68		

Memorial Gifts	Within Trustees Interest Account	Deposits/Gi	Expenses	Balance
8219 558000				
Tye Schrock		992.50	55.00	937.50
Ellie Singer		3,270.00	2,879.10	390.90
Roz Kaplan		479.00	0.00	0.00

Materials Expenses								
BOOKS	BOOKS	DVDS	DVDS	AUDIO	AUDIO	PERIODICALS	OTHER	TOTAL
ADULT	CHILDREN	ADULT	CHILDREN	ADULTS	CHILDREN			
36,241.48	10,005.25	3,650.24	1,060.38	7,312.82	1,737.29	0.00	18,729.49	78,736.95

6/29/17

Library Building							
		Bond	Beginning Balance	Deposits/Gifts	Interest	Expenses	Balance
			1,150,891.00	8,080,538.00	6,172.09	8,587,879.04	649,722.05
	3012 5310-00 Legal					1,359.50	
	3012 5890-01 OPM					281,980.00	
	3012 5890-02 Archt					773,088.00	
	3012 5890-03 Archt Reimb					7,009.64	
	3012 5890-04 Archt Add S					105,340.00	
	3012 5890-05 OPM Reimb					21,464.56	
	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	
	Totals		1,150,891.00	8,080,538.00	6,172.09	8,587,879.04	649,722.05

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

July 1, 2017

Summer is here! Our people count recorded 660 people entering the library on June 17th (author talk, piano, After Hopper Exhibit), and Fran had over 100 adults and children for the first Summer Reading event Tuesday evening. We are now concentrating on minimal adult programming, shifting into children's programs for the summer, and of course also community driven meeting room use. We have ordered a second self-checkout license which should be available in a few weeks.

I have added a statement to the web-site asking patrons who want to use the collection in the Eastham Room to reserve it and enter Family Research – this has helped greatly. We also held two programs on Ancestry.com which were not only well-attended but enthusiastically received. Patrons helped one another during the workshops and came back to use the databases.

Matt Oudens hired Chuck Choi to photograph the library in anticipation of submitting the building for various awards. The photos are fantastic, and I recommend purchasing the rights to use them which will tie in nicely to the library's web-site re-design (to make it more useful for mobile devices).

We have interviewed three candidates for the Library Assistant position and hope to have a decision by the end of next week. Staff and volunteers are straight out, so we cannot wait to see this position filled! The new Assistant Town Administrator Mike Lorenci helped me with the first round of interviews. It was wonderful to have an opportunity to work with Mike. He will be an asset to the Town. As a byproduct of the interview process, I suggested we add a library card application to the hiring package the town gives to new staff.

Neil Andres has installed directional signage on the parking lot and signs on the fence. His department is also mowing for us. Natural Resources will mow the meadow grass. I have delayed hiring a landscape firm because our needs still do not seem clear. I have also asked Nauset to delay having Chase replace the shrubs (and two trees) until it cools off. I have not heard back. There are still some punch list items as well, primarily insulation at doors (Pella), meeting room divider. We had a problem with the support for a floor grate breaking; Nauset got the sub-contractor in the next day to make the repair. Encore will be here next Friday to install a flow switch to reduce the sprinkler "false alarms." As we have discussed, we have a proposal for planting three trees for the Gibson property (\$1590). Mr. Normandy is concerned about the plaque on his wife's memorial bench. We are looking into replacing it.

There are no statistics tabulated for June because it is too early to collect them.

Respectfully Submitted,
Debra DeJonker-Berry

Our donors, Jeremy and Linda Gloo have given a Steinway "O" Grand piano, circa 1906, to the Eastham Public Library. It will provide unique opportunities for performances, master classes and many other kinds of musical presentations. In general, the piano will remain in the Gregory S. Turner Meeting Room and be kept covered when not in use. The piano is tuned on a regular basis. The piano is not available for lessons or practice, except for performers/professionals who have scheduled hours. Performers will be considerate of other library users, being aware that they should provide background music for library patrons.

Guidelines for use of the piano:

1. We welcome qualified members of the community to play during designated library hours. Performers who wish to play the piano should have the proper credentials and will have completed the application form. The piano may be reserved in advance through the meeting room booking system, through the Library Administration or as determined by the library Director.
2. Performers under the age of 18 are required to have signed permission from a parent/guardian. All approved performers must check in at the main circulation desk before access is given.
3. The piano may only be moved by library personnel and must remain next to the Turner Room A exit door and not less than 5 feet from that door.
4. Patrons will treat the piano with care, as they are liable for any damage, according to town policy.
5. All food, drink, flowers or floral arrangements with water are prohibited on the piano. Nothing heavy should be placed on the piano.

****Donations for the maintenance and care of the piano are welcome. Checks may be made out to the Friends of the Eastham Library or the Eastham Public Library.**