

Subj: **January minutes**
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Meeting of the Eastham Library Trustees

January 12, 2013

Members present: David Payor , Cheryl Bryan, Mary Shaw, Ed Harnett, Nan Balmer, Al Alfano, Kaye Richardson, Sharon Krause

Call to order: The meeting to order at 8:32 a.m.

Minutes: December 8, 2012 minutes were approved. Special meeting minutes of December 31 were corrected to read in the Reference section the phrase "one staff member" was removed; under Director's section should read ... "show a 35% increase for "auxiliary" space." Under Book Return should read ... Drive-up with an "inside" 50 sq.ft. area. The minutes were passed as amended.

Financial report: Mary pointed out the large item expense of \$1013 for online newspapers. Cheryl reported that MLS used to pay, but no longer. CLAMS worked a deal to just get Cape Cod Times online. Board feels this is a lot of money for only the Cape Cod Times. It is being purchased through an aggregator. Cheryl will find out price of NY Times, WSJ. Longevity bonuses were paid out in December to two staff members. **Expenses:** processing materials, 67%, this column has had dog tax added to it. Library materials are at 43%, on target. Cheryl has finished April and May book orders and has just started selecting for June's order. Rentals are done through separate account. At the December 8th, the board pledged \$100,000 to ELBFI. Mary proposed we signed a commitment form. She will draft one up and trustees will sign. Al feels it is needed to show it is a certainty. Town Hall has started work on budget for next fiscal year. They don't have all the numbers, but expenses, i.e. for education, water testing, etc. are higher than revenues. There is a \$580,000 discrepancy. There was more talk about the dog tax. Mary is curious as to why it fluctuates from year to year. Nan will provide help if needed.

Director's Report:

Door count for December 2012 was 3,653. December 2011 it was 3,866

Circulation: print and media: 12/2012 ~ 5,097 12/2011 ~ 5,848

Overdrive electronic publications: November ~ 493 December ~ 435

Total circulation: "epub" and onsite materials ~ 5,532

New members ~ 17

The Nauset Newcomers Users Group is now meeting monthly at the library every third Wednesday at 2 p.m. in the conference room. Cheryl met with Glenn Ritt, former editor for the Cape Codder for feedback and ideas about how to market the library. She will send him the Long Range Plan to assist him in developing a plan for the next year. She also worked with Walter Sebastian to restore the Freeble downloadable music access on the Library website. Genealogy relocation was complete in December. Linda suggested moving the end of the "Large Print" into the front room to get books off the bottom shelves. Consolidation of reference will be finished and the completion of large print. Signs will be placed to indicate new locations.

Programming:

Fran co-sponsored a "Story Walk" with the Recreation department during school vacation. An alphabet book about Eastham, written by the elementary students was featured.

Elliott Carr spoke on his book In The Beginning: An Osprey Family Story, on Wednesday, January 9th. His photos will be on display during the month of January. The talk was big success, with about 30 people in attendance.

The winter music series begins on Saturday, January 12th with the Higher Ground String Band.

The Tuesday night book group is discussing Michael Ondaatje's Cat's Table on January 15th.

Technology Night, January 22nd ~ For users of Kindles, Ipads, Iphones and android tablets. Focus will be the use of the CLAMS system and other online library offerings. Kathy Schrock, Karen McDonald, Aimee Eckman, Walter and Judy Sebastian, Liam Gregory from Best Buy and Cheryl will assist attendees, one-on-one.

In February, the library will have an exhibit of Stephanie Foster's "Dune Shack Experience"

Building program review and approval:

Cheryl developed the final revised plan on Friday, Jan. 11. There were some discrepancies and numbers were not consistent in several places. The original charts have been revised. After a vote, Cheryl will put out a final document. Dave stated that we previously had a cover letter with signatures for the full report. Cheryl will provide that again. CPC meeting Monday 9a.m. Cheryl made copies of the signature sheet and each trustee signed. Dave will get Norma's signature upon her return.

Old Business: Mary revisited a previous subject: Policies and Procedures. The Town provides rules to committee members; Nan will revisit that subject and report back. Library should own copy of the Robert's Rules that the town uses. Nan described the brief guide which, was originally envisioned as something small and nothing compared to Robert's Rules. Another question: annually the Trustees elect officers, is it good idea to elect assistant clerk? Sharon is nominated and elected This will be Dave's last year as chair, exiting in May 2013. Sharon and Norma are up for re-election in May. Mary did go to meet with Frances Francis, Greg Turner's sister. It is his bequest, which provides us with much of our funds. Mary said she talked about her brother and said the family had no idea he had given his money to the library. He always preferred Eastham's library to Orleans, researching stock and bonds. Mary will continue to keep her informed. Greg Turner will be recognized in the new building.

Other New business:

Nothing

ELBFI: Al reported a busy month. The group has revised and expanded the organizational chart; many ad hoc committees will disappear. The timeline has been revised for projects. New case statement will be written. Russ Moelich will serve as a new treasurer and Nancy Eisenbart has joined the committee.

The will be a Retreat to be held on February 2nd from 10 a.m. to 2:30 p.m. at the Sheraton. The group also has new volunteers for sub-committees.

Staff and volunteers;

Cheryl reported that there is a new volunteer, Linda who will come in on Tuesday mornings.

Kaye reported that she had procured a date with Cape Cod Times for a PSA on July 14, 2014. Have to sign up a year in advance.

Cheryl has called Sarah Peake's office to ask for the introduction into the House of the legislation for funding for construction. The amount has already been determined for whole state.

Public comment: Kaye asked about any news from the architect. The CPC (Capital Projects Committee) meeting for Monday, January 14th at the Town Hall canceled. No definite reschedule.

The meeting was adjourned at 8:42 a.m.

Next meeting: February 9th, 8:30 a.m.

Respectfully submitted,