

EASTHAM PUBLIC LIBRARY
TRUSTEES MEETING, March 23, 2013

1. CALL TO ORDER: The meeting was called to order at 8:40 a.m.
2. PRESENT: Dave Payor, Norma Marcellino, Mary Shaw, Sharon Krause, Ed Harnett, Cheryl Bryan, Aimee Eckman, Al Alfano, Nan Balmer
3. MINUTES: The minutes of February 23, 2013 were approved.
4. FINANCIAL REPORTS: Mary reported that there were no large expenses this month. Concern was expressed about the back door which is warping. It is hoped that the door can be shaved down and repainted. No major repairs will be scheduled at this time. What to do with the repair funds will be discussed. Walter Sebastian needs to put in an invoice for the website management. Mary met with Nan and with Russ French concerning the dog tax-a request to increase the portion that the Library receives to \$3500 was denied. The Trustees signed a pledge for a donation of \$100,000 from the Trustee Funds for the new Library.
- 5. DIRECTOR'S REPORT: The February door count is down from the previous year: February, 2013 was 3800 and February, 2012 was 4229. Circulation: print and media-February, 2013 was 4978 and February, 2012 was 6,068. Overdrive electronic publications: 465. Total circulation: e publications and onsite materials was 5,443. There were 10 new members in February. The Provisional grant offer from the Massachusetts Board of Library Commissioners, received verbally a week ago, was discussed. This funding will be approved at the MBLC's April 4th meeting. Sheila is working on a timeline for expenses. Site selection for the temporary library will be worked on with Nan Balmer. The Trustees met with the architects on March 18th. They will meet with them again on April 4th and April 18th. A Preliminary Preservation Questionnaire from the NEDCC for the site visit on May 2nd will be worked on with Bob Varley. E-reader training for the staff will occur on April 6th. The summer library assistant will receive a raise of \$.50 per hour. Interviews will occur in April for the position being vacated by Linda Gloo. The Saturday music series will end on March 30th. These have been well attended. Peter Schaibel will speak on his photographs on March 27th. Ed and Sharon will work on a Gift Acceptance Policy. In the area of

children's programming: Lucy Gilmore will continue her popular "Toddler Time" thanks to money awarded to the Cape Cod Children's Place. The Chatham Nauset Lions Club will start a book/movie combo program for children 4-8 on Saturday mornings, running for at least a month. Special events for children will continue on Saturdays through April.

6. OLD BUSINESS: The farewell gathering for Linda Gloo will be on April 13th from 12-4 p.m. The Trustees and the Friends will provide refreshments.
7. NEW BUSINESS: Questions were raised on the timeline for the budget process.
8. ELBFI: Al reported that the ELBFI committees have been actively working on a Mission Statement, a Gift Policy and a Donor Recognition Policy. The grant application process will be helped along greatly when some money does arrive from the state and when a schematic design is ready-hopefully in early June.
9. STAFF AND VOLUNTEERS: no report
10. PUBLIC PARTICIPATION: none
11. NEXT MEETING: The next regular meeting will be on Saturday, April 13, 2013 at 8:30 a.m. at the Library.
12. ADJOURN: The meeting was adjourned at 9:50 a.m.

Respectfully submitted,

Norma Marcellino