

EASTHAM PUBLIC LIBRARY
TRUSTEES MEETING, May 11, 2013

1. CALL TO ORDER: The meeting was called to order at 8:30 a.m.
2. PRESENT: Dave Payor, Norma Marcellino, Mary Shaw, Sharon Krause, Ed Harnett, Cheryl Bryan, Mimi Ace, Al Alfano, Kaye Richardson
3. MINUTES: The minutes of the April 18, 2013 meeting were approved with one correction.
4. FINANCIAL REPORTS: Mary reported that there were no unusual expenses in the past month. There was a problem this past week with the back door not locking but that has been fixed. Only \$165 of the \$2000 budgeted repair account has been spent and Cheryl will see if those funds can be moved into the materials processing account which is at 95%. A bill is still needed from Walter Sebastian for the maintenance of the website. A long discussion was held on the placement of money received as donations to the Library. Some are written for specific purposes such as buying mysteries. Cheryl has been putting checks into the Trustee Memorial Fund but only interest can be used from that account. Many options were discussed-moving the money through the Friends - opening a new account or finding another account where money can be removed. Cheryl and Dave will meet with Joan Plantz to discuss options.
5. DIRECTOR'S REPORT: The door count for April, 2013 was 3,948 and April, 2012 was 4,855. Circulation-print and media April, 2013 was 5,412 and April, 2012 was 5,115. The overdrive electronics publications were 625 and total circulation-onsite and epub- was 6,037. There were 27 new members added this month. The grant contract was signed and sent to the MBLC. The first payment request was sent in. Dave and Cheryl met on May 6th with the architects and the MBLC building consultants. The plans were reviewed and modified. The Preservation Survey site visit was on May 2nd. Two archive specialists from the NEDCC visited with Cheryl and representatives from the Historical Society. Money has been coming in from the Ellie Singer Memorial fund for mysteries (\$1,495). Donations are also being made in memory of Joan Normandy. The paintings of Barbara Bemis Adams are on

- display this month. The overdrive site has a new interface for downloading.
6. OLD BUSINESS: Sharon Krause and Ed Harnett presented the Gift Acceptance Policy for review. All agreed that it is appropriate. One area of concern is how to state that gifts to the Library are not tax deductible. Sharon and Ed will review the wording so as to best express that fact.
 7. NEW BUSINESS: Sharon and Norma will work with Cheryl to develop the specifications for the temporary Library quarters.
 8. ELBFI REPORT: Al reported that ELBFI is working to increase the group's visibility in the community with events planned for the Hands on the Arts weekend and Windmill Weekend. Small group gatherings at private homes to discuss the new library are continuing. The Quiet Phase of fundraising continues.
 9. STAFF AND VOLUNTEERS: Freya Hemley has been appointed to the Library Assistant position. She will begin on May 14th.
 10. PUBLIC PARTICIPATION: none
 11. NEXT MEETING: The next regular meeting will be held on Monday, June 3, 2013 at 8:30 a.m. at the Library.
 12. ADJOURN: The meeting was adjourned at 10:05 a.m.

Respectfully submitted,

Norma Marcellino