

EASTHAM PUBLIC LIBRARY  
TRUSTEES MEETING, June 3, 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, Cheryl Bryan, Nan Balmer, Kaye Richardson
3. MINUTES: The minutes of May 11, 2013 and May 30, 2013 were approved.
4. FINANCIAL REPORTS: The financial reports were not yet received from Town Hall.
5. DIRECTOR'S REPORT: The numbers from CLAMS for circulation and new members for May are not yet available. Cheryl requested that the Trustees discuss items from the May 30<sup>th</sup> meeting with the architect, project manager and Lauren Stara from the MBLC. It was agreed that the original library entrance should retain its look, be an emergency exit only and not be an outside entrance to the building. There will be one main entrance. There will not be a "Quiet Room" but there will be an area near the periodicals in the back of the adult stacks that will be designated a quiet area. The request for a "Sparrow Room" in the new building was discussed. The naming of spaces and things needs to be discussed with the Town Administration and the Selectmen. The Library is paid for by the town and clarification is needed. A letter will eventually be sent to Mr. Sparrow. Dave will request that the architects provide three choices for items such as flooring in pricing materials. Joan Normandy's husband would like to purchase a bench in her memory. The Trustees would accept a bench but would like to see what he would like to purchase and make sure it can be moved-nothing permanent. Memorial checks will go into the Trustee Interest Account. Funds can be spent directly from this account.
6. OLD BUSINESS: The Gift Acceptance Policy was discussed. Changes stating that donations to the Library are tax deductible are now included. Cheryl has put together a set of gift acceptance policy procedures. This was tabled until next month. Nan and Cheryl will check to see what the Town procedures are for accepting gifts.
7. NEW BUSINESS: Nan made a request from Sheila that the June 12<sup>th</sup> public presentation be postponed. Sheila would like the

Trustees to meet with the Capital Projects Committee and the Selectmen before a public presentation. This was agreed to. The specifications for a temporary library will be worked on by Cheryl and Nan. Everyone is requested to send their thoughts about needed conditions, possible places, etc. to Cheryl. She will work with Nan to put the specifications together. A minimum of 2250 sq. ft. was agreed to.

8. ELBFI: Two thousand bookmarks have been printed and will be given out at the Hands on the Arts Festival and at Windmill Weekend. The printing was funded by Kerry Insurance thanks to Scott Kerry. The informational sessions are continuing, new stationery has been printed and Dan Waters is working on the logo design for the top of the website which is being developed. The question of when the bonding will happen and the resulting tax burden needs to be answered.
9. STAFF AND VOLUNTEERS: Freya Hemley has been working since May 14<sup>th</sup> and all is well.
10. PUBLIC PARTICIPATION: none
11. NEXT MEETING: The next regular meeting will be on Saturday July 13, 2013 at 8:30 a.m. at the Library.
12. ADJOURN: The meeting was adjourned at 10:11 a.m.

Respectfully submitted,

Norma Marcellino