

EASTHAM PUBLIC LIBRARY
TRUSTEES MEETING, July 13, 2013

1. CALL TO ORDER: The meeting was called to order at 8:30 a.m. Election of officers was held. Dave Payor was elected Chair, Mary Shaw was elected as Vice Chair and Norma Marcellino will continue as the Clerk.
2. PRESENT: Dave Payor, Norma Marcellino, Mary Shaw, Sharon Krause, Ed Harnett, Cheryl Bryan, Aimee Eckman, Nan Balmer, Mimi Ace, Kaye Richardson
3. MINUTES: The minutes of June 3rd were approved.
4. FINANCIAL REPORTS: The financial reports were as of May 31, 2013. The June end of the fiscal year report is not yet available. There will be money left in the staff account and in the supplies account. Leftover money will return to the Town. Everyone received a copy of the fiscal year 2014 budget.
5. DIRECTOR'S REPORT: Circulation: print and media : May, 2013 was 6344, May 2012 was 6367, June 2013 was 8505 and June 2012 was 9444. Door count: June 2013 was 6,591, June 2012 was 7,530. Overdrive electronic publications for June were 493. There were 57 new members in June. Mysteries are being purchased for the Ellie Singer Memorial Fund which is currently at \$1,495. Cheryl spoke with Mr. Normandy about the bench he would like to purchase in memory of his wife, Joan. Further discussion will be held on this. Action items for the Long Range Plan were discussed and Cheryl shared what the staff is doing to implement the items included. There have been two staff training sessions and the websites have been updated. There are 160 youngsters enrolled in the summer reading program, Fran's program at the COA have attracted over 100 people to each program. Tor Hanson and Sue Pellowe gave well attended programs on butterflies and dyeing and felting materials respectively.
6. OLD BUSINESS: The Gift Acceptance Policy will be worked on by Cheryl. Sharon will work on the form. The Collection Development Policy was reviewed. Everyone felt it is a workable policy and Cheryl will propose changes if she feels they are necessary. The form for "Request for Reconsideration of Library Materials" will be updated/corrected and a new form will be drawn

up “Request for Books”. There was discussion on reviewing all of the Library policies. Nothing definite was assigned for next month. Cheryl will continue to work on the Temporary Quarters specifications. Mary and Dave met with Don Sparrow about a memorial to his brother, the only Eastham casualty in World War II. There will be a memorial but there will not be a “Sparrow Room”. Sharon and Mary will catalog the memorial items that are in the present library.

7. NEW BUSINESS: The Trustees will meet on Wednesday, July 24th at 8:30 a.m. to discuss the cost estimates. The meeting with the architects will be on Thursday, July 25th at 10:00 a.m. Cheryl and Nan met with the staff. Staff concerns should go to Cheryl, then Nan, then Sheila. A chain of command should be followed. Mary asked what will happen to the well-when will it be tested again. It will need to be tested next spring, then fall and spring after that.
8. ELBFI: The informational sessions are continuing. A website is being developed. A meeting will be held to discuss the application for funds from the Community Preservation Committee.
9. STAFF AND VOLUNTEERS: Betsy Moehlich is working the desk on Thursday afternoon. Matt Hatch is not available for a while on Tuesday evenings so someone is needed to cover the Children’s Room if Fran is at an activity.
10. PUBLIC PARTICIPATION: none
11. NEXT MEETING: The next regular meeting will be on Saturday, August 10, 2013 at 8:30 a.m. at the Library.
12. ADJOURN: The meeting was adjourned at 10:15 a.m.

Respectfully submitted,

Norma Marcellino