

EASTHAM PUBLIC LIBRARY
TRUSTEES MEETING, August 10, 2013

1. CALL TO ORDER: The meeting was called to order at 8:40 a.m.
2. PRESENT: Dave Payor, Norma Marcellino, Mary Shaw, Ed Harnett, Al Alfano, Mimi Ace, Nan Balmer
3. MINUTES: The minutes of July 13th and July 24th were approved.
4. FINANCIAL REPORTS: Financial reports for June, the end of fiscal year 2013 and July were given. Everything is in order.
5. DIRECTOR'S REPORT: The door count for July, 2013 was 9,130 and July 2012 was 9,596. Print and media circulation for July 2013 was 12,480 and July 2012 was 12,624. The overdrive electronic publications were 532 so total circulation was 13,012. There were 31 new members. The ARIS report for the MBLC has been completed. The Preservation Survey from the New England Document Conservation Center has been received. Cheryl will put together a Preservation Plan to complete the obligations of the grant. Cheryl has developed a projected schedule of the bidding process for the temporary quarters. The various possible venues were discussed. Fran has had a most successful summer reading program with 195 children participating. Peter Abraham spoke at Town Hall and Stephanie Foster will speak on August 20th. The second Stories in the Pines is August 22nd and Jim Owens and Donald Wilding will speak on local history.
6. OLD BUSINESS: The Gift Acceptance and Collection Development policies were discussed. The Collection Development Policy was updated to remove video references. Cheryl will develop a form for recommendation of materials for purchase from the patrons.
7. NEW BUSINESS: Mary shared the building grant sheet for items connected to refurbishing the historic building. Dave will have the architects cost out the items not covered in the grant. These costs will be used for the Community Preservation Fund application. Mary found that the funds in the Winifred Franklin Fund are to be used for expansion of the Library. The Trustees voted to send ELBFI a letter stating the intent to use these funds in support of the new Library. Norma will write the letter to Al Alfano, the ELBFI President.

8. STAFF AND VOLUNTEERS: Cheryl will retire on September 6th.
Dave and Mary will plan a retirement gathering.
9. PUBLIC PARTICIPATION: Nan asked the Trustees to read
through the Director's job description and get to her by Tuesday
with any concerns or suggestions.
10. NEXT MEETING: The next meeting will be on September 14,
2013 at 8:30 a.m. at the Library.
11. ADJOURN: The meeting was adjourned at 10:15 a.m.

Respectfully submitted,

Norma Marcellino