

EASTHAM PUBLIC LIBRARY

TRUSTEES MEETING, September 14, 2013

1. CALL TO ORDER: The meeting was called to order at 8:36 a.m.
2. PRESENT: Dave Payor, Norma Marcellino, Mary Shaw, Sharon Krause, Ed Harnett, Karen MacDonald, Aimee Eckman, Daniel Pallotta, Sheila Vanderhoef
3. MINUTES: The minutes of August 10, 2013 were approved.
4. FINANCIAL REPORTS: The Trust Fund accounts from the end of the fiscal year were passed out and discussed. Mary suggested that more attention be paid to the office supplies account. \$500 was moved from the postage account into the state travel account.
5. DIRECTOR'S REPORT: Karen gave the Director's report. The door count for August 2013 was 9,274 and August 2012 was 10,253. Print and media circulation for August, 2013 was 11,953 and August 2012 was 12,577. There were 536 overdrive e-books downloaded. There were 21 new members and 540 print and media items purchased. 81 people total attended programs by Peter Abrahams, Stephanie Foster, the Stories in the Pines and local history programs by Don Wilding on Henry Beston and Jim Owens on windmills. Money is coming in for the Mary Sedlock Memorial Fund. The money is for the Building Project. Sharon will write thank you notes for the donations. New community groups using the Library are "Writing through Loss" presented by Beacon Hospice and a monthly blood pressure screening will be sponsored by Barnstable County Public Health.
6. BUILDING PROGRAM: Dan met with "Environmental Partners (EPG)" this past week to discuss the well positioning. It is not in the spot shown on the plans. The solution is to reduce the amount of water each day from 1000 gallons to 80 gallons (via the pump size). This will reduce the necessary radius around the well from 100 ft. to 800 ft. so no change in the plans will be necessary. The DEP is in agreement that this is fine. The Damsel fly is no longer an endangered species so that problem has been removed. The presentation to the Selectmen is scheduled for

- October 7th. The Geotech report (core drillings) will be given to the architects.
7. OLD BUSINESS: Concerns about the inclusion of Selectmen approval for donations to the Library in the Gift Acceptance Policy were discussed. Ed and Sharon will review the changes and return the policy to Sheila's office with revisions. Mary and Sharon did an inventory of items in the Library that have been donated. Sheila discussed the RFP process that will happen for the temporary Library quarters. RFPs will be sent to possible bidders as well as a newspaper announcement and an evaluation will be done with rankings for those submitted. Dave and Norma will work on the specifications. Mary and Sharon will work on the moving process. Dave and Ed will attend the Community Preservation Committee meeting next Monday. The cost of items not covered in the grant for the restoration of the historic building are not yet available. The grant application is due in early December.
 8. NEW BUSINESS: Dave stated some changes in assignments. Sharon will work with Mary and Karen on paying the bills. The new Director when hired will handle the financial reports.
 9. ELBFI: Mary reported that the informational sessions are continuing. She and Al gave presentations at the Eastham Part Time Residents meeting. ELBFI will be hiring a grant writer
 10. STAFF AND VOLUNTEERS: Adam Harris will continue working 11.5 hours weekly. Sarah P., a 20 hour transitional worker is working on a project organizing music.
 11. NEXT MEETING: The next regular meeting will be on October 12, 2013 at 8:30 a.m. in the Library.
 12. ADJOURN: The meeting was adjourned at 10:03 a.m.

Respectfully submitted,

Norma Marcellino

