

EASTHAM PUBLIC LIBRARY

TRUSTEES MEETING, December 14, 2013

1. **CALL TO ORDER:** The meeting was called to order at 8:38 a.m.
2. **PRESENT:** Dave Payor, Norma Marcellino, Mary Shaw, Sharon Krause, Ed Harnett, Karen MacDonald, Aimee Eckman, Mimi Ace, Kaye Richardson, Sheila Vanderhoef
3. **MINUTES:** The minutes of November 9, 2013 were approved with two corrections. The minutes of the December 9, 2013 Executive Session were approved.
4. **FINANCIAL REPORTS:** The Trust Fund Reconciliation sheets for the first quarter were handed out. Monthly financial statements for September, October and November were passed out. Everything seems to be on target. Walter Sebastian's bill for the first quarter never made it to Karen-that will be taken care of.
5. **DIRECTOR'S REPORT:** The door count for November, 2013 was 4554 and November, 2012 was 4611. Print and media circulation for November, 2013 was 5226 and November, 2012 was 6051. There were 471 e-books downloaded. There were 8 new library members. Good news-circulation to homebound patrons was 76 compared with 9 in 2012. The program is growing. Marianne Sinopoli gave a report on the very successful 2013 Turnip Festival. The annual Carol Sing will be on Saturday, December 21, 2013 at 1:00 p.m. In January the Saturday winter music programs will begin.
6. **Building Program:** Sheila reported that bids for construction will go out at the end of February. The construction may start on June 1, 2014. The Project Manager, Dan Pallotta, is concerned about how much money will be available for the library's relocation. Bids for the temporary library space will go out in March. The use of a storage facility was discussed. The Trustees will need to determine the cubic feet needed for storage before the bidding can happen. The new well has been hooked up. The DEP is satisfied and the water is fine after being tested and worked on. The pump has been sized for the new building. The cost of all of this

was \$17,000. Mary, Mimi, Dave, Matt Oudens and Dan Pallotta met with the leaders of the Tern Foundation. The Foundation is interested in assisting with construction in the form of matching grants for solar and green incentives. A CPC grant application for humidity control and restoring old books was not able to be completed by the December 2, 2013 deadline. Karen received an estimate of \$13,830 from Talin Bookbindery to restore bindings in the library's historical, genealogical collection. There are four more boxes of books in addition to the ones included in the estimate. Additional estimates are needed and a grant application may be made next year. Mary turned in the CPC grant application for \$75,000 to move and restore the historic building. She and Dan Pallotta presented the case to the Committee.

7. OLD BUSINESS: The Collection Development Policy and a review of the Long-Range Plan were tabled until a new Director is hired. The Gift Acceptance Policy was approved. The Policy now includes a quarterly report to the Board of Selectmen on the amounts, sources, donor restrictions on gifts over \$100 and approval by the Selectmen of expenditures of these monetary gifts.
8. NEW BUSINESS: The Trustees voted to close the Library at 4:00 p.m. on December 24th and December 31st. Some staff will come in early so no one will lose any work hours. A way is needed to honor the donations of Greg Turner. Mary, Sharon and Norma attended the MBLC Trustee Workshop and found it very informative. A Liaison from the Friends to the Trustees will hopefully happen soon.
9. ELBFI: Mimi reported that ELBFI has rehired Roberta Longley for more consulting work and hired Sharon McDonald as a grant writer. Al Alfano met with representatives from the Friends and a letter stating their support for the new building has been sent. Mimi continues to send out the Constant Contact e mails updating people on the new library construction and fund raising. ELBFI is still not in the public phase of the campaign.
10. STAFF AND VOLUNTEERS: The interviews for Library Director will be held on January 10, 2014 with January 17th as a snow day date. The final interviews will be at a public meeting.

11. NEXT MEETING: The next regular meeting will be on January 18, 2014 at 8:30 a.m. at the Library.
12. ADJOURN: The meeting was adjourned at 10:18 a.m.

Respectfully submitted,

Norma Marcellino