

EASTHAM PUBLIC LIBRARY

TRUSTEES MEETING, January 18, 2014

1. **CALL TO ORDER:** The meeting was called to order at 8:40 a.m.
2. **PRESENT:** Dave Payor, Norma Marcellino, Mary Shaw, Sharon Krause, Ed Harnett, Karen MacDonald, Aimee Eckman, Nan Balmer, Al Alfano, Debbie Abbott
3. **MINUTES:** The minutes of December 14, 2013, January 7, 2014 and January 10, 2014 were approved.
4. **FINANCIAL REPORTS:** Mary went through the November and December Year to Date reports. Bank and Trust Fund Reconciliation sheets were also distributed. The operation of the Ellie Singer Fund was discussed. Thank you notes will be written for donations into the Fund and good records of what's come in and what's been spent are necessary. Norma will contact Walter Sebastian to see if he has a contract for management of the Library's website.
5. **DIRECTOR'S REPORT:** The door count for December 2013 was 2542 and December, 2012 was 3653. Print and media circulation for December, 2013 was 4,854 and December, 2012 was 5,097. There were 469 e-books downloaded. There were 6 new library members. The Holiday sing-along was held. The Book Group held a meeting and the Saturday Winter Music series has begun. John Clark will begin an eight week series on Chaucer's Canterbury Tales on Tuesday March 4th at 2:00 p.m. As a result of the State Aid report the MBLC has paid \$2,561 to the Town. Bill Stewart from Kofile surveyed the historic collection on January 15th and will send a price quote. Another (third) estimate of these costs will be done. The CLAMS system will switch from Millennium to Sierra on January 19th. The water sample results were received and there are no problems. The Library page for the annual Town Report has been completed.
6. **BUILDING PROGRAM:** As of the January 7th meeting the building budget is over by \$400,000. This will be reduced using errors that were made in square footage and changes in materials that will be used. The

Trustees would like the construction documents to be put out to bid by the end of February. There will be a Trustee meeting with the architects concerning naming opportunities, etc. on January 23, 2014 at 10:00 a.m. at Town Hall. There has been a request to move and save the Lindholm spruce tree. The Trustees will discuss if this is possible with the architect Matt Oudens.

7. OLD BUSINESS: The CPA voted 6-0 to place the Library's application on the May 2014 warrant. There are some conditions. A motion was made and passed: "The Trustees of the Eastham Public Library agree to accept the terms of the historic preservation restrictions and supplantation as they apply to our grant request and we urge the Commission to put our request on the warrant." A request has been made to change the name of the Trustee Interest Account to the Trustee Interest and Gift Account to go along with the Gift Acceptance Policy.
8. NEW BUSINESS: Debra DeJonker-Berry is the new Library Director and will begin on Tuesday, February 4, 2014 at noon. The Trustees will host a Meet and Greet Reception for her on Saturday, February 8, 2014 from 11:00a.m. to 1:00 p.m.
9. ELBFI: ELBFI has a new director, Jan Charlton. They are continuing with their fundraising work .
10. STAFF AND VOLUNTEERS: Marianne Sinopoli's position has been upgraded from Library Aide to Library Assistant. The possibility of keeping Adam Harris on staff after the new Director begins will be looked into.
11. PUBLIC COMMENT: Debbie Abbott shared with the Trustees concerns expressed by members of the Town's Financial Committee. There are wrong assumptions that money raised through fund raising for the new library will not be used for essential items but for "extras". This needs to be made clear to the public.
12. NEXT MEETING: The next regular meeting will be held on Saturday, February 8, 2014 at 8:30 a.m. at the Library.
13. ADJOURN: The meeting was adjourned at 10:15 a.m.

Respectfully submitted,

Norma Marcellino