

EASTHAM PUBLIC LIBRARY

TRUSTEES MEETING, February 8, 2014

1. **CALL TO ORDER:** The meeting was called to order at 8:30 a.m. Dave welcomed Debra DeJonker-Berry, the new Library Director.
2. **PRESENT:** Dave Payor, Norma Marcellino, Mary Shaw, Sharon Krause, Ed Harnett, Debra DeJonker-Berry, Aimee Eckman, Al Alfano, Mimi Ace, Russ Moehlich, Debbie Abbott
3. **MINUTES:** The minutes of January 18th were approved with one abstention.
4. **FINANCIAL REPORTS:** The full financial report for January is not yet available from the Town. In the bills for January Mary noted that the elevator service bill had not been paid. The Trustees next meeting will be on March 15th so the financial reports will be available.
5. **DIRECTOR'S REPORT:** The complete Director's report is attached. The door count for January, 2014 was 3,189-although the battery was not working for three days and there were days of bad weather. The count for January, 2013 was 3,872. Print and media circulation for January 2014 was 5,380 and January 2013 was 5,660. The overdrive circulation was 521 and there were 15 new patrons. A discussion of the need to update the website was held and the Trustees voted to move forward with these changes with the goal to move into a content management system so that any staff member can update the site. Important items that will be considered are what materials should be purchased during the temporary library time, what books should be restored , how much of the collection should be weeded and what is the condition of the present computers and equipment.
6. **BUILDING PROGRAM:** The CPC approved spending \$86,000 to pursue LEED certification. There will be a money return depending on what level of LEED is achieved. The RFP for the temporary library space should go out next week. The possibility of using portable modules for the temporary space was discussed. The RFP for moving and storing the Library materials will be discussed at a meeting on

- February 19th at 9:00 a.m. at Town Hall. Cape Light Compact was invited to that meeting but cannot attend. It was decided that there should be a public meeting to be held at the Library with Cape Light Compact discussing possible solar panels for the new library.
7. OLD BUSINESS: Mary reported that the grant application for the CPA funds for moving and restoring the historic building was approved and will be on the warrant for the Town Meeting in May. Sharon and Norma completed an application to the CPA for climate control in the Eastham Room and hopefully that will be considered for this year. Mary pointed out an error in that application. The books that the Talin Book preservation group did not see will be brought to them. A quote was received from Kofile. Additional work needs to be done to decide which books should be restored.
 8. NEW BUSINESS: Deb will look into developing a policy for closing the Library when Town Hall is closed. These concerns are for Thursday and Tuesday evenings and Saturdays when the weather is bad.
 9. ELBFI: The ELBFI Campaign Support Team is working and hopes to expand the membership of this group. Their first grant application is ready to be submitted.
 10. STAFF AND VOLUNTEERS: Adam Harris will have his last day of work on February 15th. The Trustees thank him for all his efforts. Karen MacDonald was also thanked for her work as the Acting Director. A reception will be held today from 11:00 a.m. to 1:00 p.m. for the public to stop by and meet the new Library Director.
 11. NEXT MEETING: The next regular Trustee meeting will be on Saturday, March 15, 2014 at 8:30 a.m. at the Library.
 12. ADJOURN: The meeting was adjourned at 10:00 a.m.

Respectfully submitted,

Norma Marcellino

