

EASTHAM PUBLIC LIBRARY

TRUSTEES MEETING, March 15, 2014

1. **CALL TO ORDER:** The meeting was called to order at 8:30 a.m.
2. **PRESENT:** Dave Payor, Norma Marcellino, Mary Shaw, Sharon Krause, Ed Harnett, Debra DeJonker-Berry, Aimee Eckman, Debbie Abbott, Al Alfano, Russ Moehlich, Mimi Ace
3. **MINUTES:** The minutes of February 8, 2014 and February 22, 2014 were approved.
4. **FINANCIAL REPORTS:** Deb presented a new format for the financial reports. At Mary's request Deb will try to put in a column showing how much was spent in each category for the month. Automatic ordering of books by popular authors is being set up. A large supply of rental books will be ordered from McNaughton Publishers and can be returned when their usage is completed.
5. **DIRECTOR'S REPORT:** The complete Director's report is attached. The door count for February, 2014 was 3687. For the past couple of months there has been no count from the Children's entrance. Print and media circulation for February 2014 was 5127 and February 2013 was 5539. The overdrive circulation was 476 and there were 9 new patrons. Extensive weeding of books is happening in preparation for the move to temporary quarters. New library cards need to be purchased. Some cards will have both a small and large card. Memorial gifts and their acknowledgements were discussed. The present copier will be moved to the temporary quarters and a decision as to whether or not to continue with Ricoh will occur when the present contract is over. The web site is being updated. Some of the computers are old and slow and decisions will need to be made about them when the library moves into temporary quarters. The Trustee and Library policies need to be updated and revised.
6. **BUILDING PROGRAM:** A fireplace has been put into the plans as well as a drive up book drop off. A gas generator, one that could operate the entire building was discussed. The Library will need to go before the

- Zoning Board of Appeals. This will take place 45 days after the notice appears. If needed there is a 20 day appeal process after that. This needs to happen as the construction is an expansion of a pre- existing, non-conforming building. This is the ruling of the Building Inspector. The ground breaking will not happen until the end of July. Deb is working on the paperwork for the next MBLC payment to the Town.
7. OLD BUSINESS: The CPA applications will be articles on the warrant for the Town Meeting on May 5th. The book restoration quote from Talin Bookbinders has not yet been received.
 8. NEW BUSINESS: There was no new business.
 9. ELBFI: ELBFI is working on a donor recognition event. They continue to prepare grant applications and will be working on public relations.
 - 10.FRIENDS: Norma reported that the Friends newsletter is in the mail. There will be another newsletter in May. The Pandora Room has been emptied and on Saturday March 22nd the Friend will have a “Bag of Books” giveaway. There are Committees for by-law revision, Library fund raising and Sharon is leading a group looking into a “Little Free Library” at the temporary Library space.
 - 11.STAFF AND VOLUNTEERS: Deb passed out an updated list of staff and their addresses. She stated that she is blessed to have such a wonderful staff and group of volunteers.
 12. NEXT MEETING: The next regular meeting will be on Saturday, April 12, 2014 at 8:30 a.m. at the Library.
 13. ADJOURN: The meeting was adjourned at 10:06 a.m.

Respectfully submitted,

Norma Marcellino

