

## EASTHAM PUBLIC LIBRARY

### TRUSTEES MEETING, April 12, 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, Nan Balmer, Al Alfano, Mimi Ace, Debbie Abbott, Kaye Richardson, Russ Moehlich, Nancy Eisenbarth, Kathy Kane
3. MINUTES: The minutes of March 15, 2014 were approved.
4. FINANCIAL REPORTS: Deb has added additional Trustee accounts to the financial reports. Six new computers and a new fax machine will be purchased for patron use in the temporary Library. They will be paid for from the State Aid Account. It was agreed that a new book drop should be purchased for the temporary space.
5. DIRECTOR'S REPORT: The complete Director's report is attached. The door count for March 2014 was 3711 (for the past couple of months there has been no count at the children's door entrance). Print and media circulation for March, 2014 was 5105 and March, 2013 was 5556. The overdrive circulation was 568 and there were 11 new CLAMS patrons. Deb would like to see the overdrive circulation increase. The web site is being worked on. Today is library Snapshot Day. The weeding is continuing. Program planning is continuing with future planning for showing films, summer reading, and a One Book One Town Read. Deb would like to see the Library become a "Hoopla" member. This is a digital streaming service where you pay for just what you use. The Trustees hope to visit the West Tisbury Library, possibly on May 19<sup>th</sup>. A policy for snow day closures is being worked on. Patron concerns about the lowering of the flag have been addressed. There may be a \$20,000 surplus in the operating budget in the salaries account and Deb would like to see this turned back to the Town's general fund. A COSTEP MA training session "Free Disaster Risk Assessment and Mitigation Training" will be held in Harwich on May 15<sup>th</sup>.

6. **BUILDING PROGRAM:** A motion was made and passed: The Trustees request that the collection of withdrawn books and equipment that will not be used in the temporary Library space be declared as surplus property by the Eastham Selectmen. A community yard sale of library furnishings, etc. will be held and will be outside the building for safety reasons. The DPW will move the items outside and someone from the Town will be there with a cash box. A question arose concerning insurance at the Historical Society for library materials that will be stored there. If the materials are on “loan” the insurance should be in place. Ed will look into the insurance. The Collector’s World on Route 6 will be the temporary Library space provided that work is done in there to fix walls and make the bathroom ADA accessible. The RFP for moving the Library has gone out and those interested should reply by May 1<sup>st</sup>. The PenPals will be in the Library on May 14<sup>th</sup> and 15<sup>th</sup> to move out materials. The Library plans have been approved by the Conservation Commission with the stipulation that the knotweed be permanently removed. The new library plans were shared with the Planning Board on April 9<sup>th</sup>. The Library will go before the Zoning Board of Appeals on May 15<sup>th</sup>. Sheila, Mary and Deb met to discuss safety concerns in the new building. Some changes will be made to address these concerns. There are concerns for the neighbors about outside lighting. The use of outside cameras to survey the building was discussed. The proposed parking spaces satisfy both the Town and MBLC requirements. The size, cost and the uses of the generator still need to be determined. Deb would like to find out why rooms cannot be named for individuals. There will be some way to honor both Don Sparrow and Greg Turner. Following a discussion on the main door it was agreed that it will not be one that opens automatically.
7. **OLD BUSINESS:** The CPA warrant articles for the Library were both approved 5-0 by the Selectmen. They were previously approved 5-0 by the Finance Committee. A cost estimate for book restoration was received from Talin Bookbinders. This will be worked on for a future CPA application.
8. **NEW BUSINESS:** There was no new business.

9. ELBFI: The Campaign Support Team is expanding its membership to train new people to solicit donations to the Building Fund. ELBFI has offered to host the Ground Breaking Ceremony. The date has not yet been determined.
10. FRIENDS: No report.
11. STAFF AND VOLUNTEERS: The advertisement for the summer worker has been placed. The staff will continue to receive training while the library is in the temporary space.
12. NEXT MEETING: The next regular meeting will be Saturday. May 10, 2014 at 8:30 a.m. in the Library.
13. ADJOURN: The meeting was adjourned at 10:05 a.m.

Respectfully submitted,

Norma Marcellino