

## EASTHAM PUBLIC LIBRARY

TRUSTEES MEETING, May 10, 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, Mimi Ace, Nancy Eisenbarth, Jim Baughman
3. **MINUTES:** The minutes of April 14, 2014 were approved with one change.
4. **FINANCIAL REPORTS:** Mary asked if all the allocated funds for materials would be spent. Deb feels that the total book budget will be spent. Money from the State Aid account will be spent for the new book drop and for six new computers. Deb will also check on an entry in the report near the Winifred Franklin account.
5. **DIRECTOR'S REPORT:** The complete Director's Report is attached. The door count for April was 4050. Print and media circulation for April, 2014 was 5377 and April, 2013 was 5412. The overdrive circulation was 603, there are 21 new patrons and the 16 children's programs served 198 people and 21 community groups met. Deb is working with the Historical Society on a BPL Digitization grant and Mass Memories Road Show grant. She presented a Technology Wish List which will need more study by the Trustees. The MBLC Action plan needs to be updated. The Trustees are asked to look through it and share ideas with Deb before the next meeting. Deb hopes to have a staff and volunteers training day when the library is closed. The Library was represented by Lisa Shaw at the Nauset Job Fair and the summer position is available. The new website is almost finished. There will be parking lot signs to remind wi-fi users to turn down radios and lights when sitting outside the Library. The Library policies need to be reviewed and will eventually be available on the website.
6. **BUILDING PROGRAM:** Distribution of the books and plantings around the Library was discussed. A motion was made and passed: The Trustees request that the Board of Selectmen declare the items in the

attached computer and equipment list, approximately 2500 surplus library books and other materials and the library's exterior plantings (primarily bulbs and perennials) surplus and request that the Board of Selectmen declare the contents of the library consisting primarily of shelving, equipment and supplies, as described in the attached list, as surplus. The cost of the generator will be discussed at next Monday's meeting. Only one bid came in for the moving and storage RFP. The RFP will be reissued. A request for memorials and naming opportunities was discussed and needs to be discussed at a later date. The art and historical collection will be packed up next week. The Friends have packed up their materials which will be moved to Seamen's Bank. Materials from the Archives will be moved next week to the Historical Society. The Library contents are insured for up to \$300,000 and up to \$25,000 in individual appraised items. The meeting before the Zoning Board of Appeals is on Thursday evening, May 15<sup>th</sup> at 5:00 p.m. The temporary library location has not yet been determined.

7. OLD BUSINESS: The water plan and the CPA grant applications passed at the Town Meeting on May 5<sup>th</sup>. The trip to the West Tisbury Library will be on May 19<sup>th</sup>. Books have been given to Talin Bookbinders for repair. The new book drop needs to be ordered. The outside playhouse will be loaned to the Eastham Elementary School while the Library is being built. Deb, Mary and Sharon will attend the May 15<sup>th</sup> Disaster Training Workshop.
8. NEW BUSINESS: After the town elections there will be changes to the representatives from the Selectmen and/or the Finance Committee to both the Library Board and the Town CPC Committee.
9. ELBFI: The start of the public fund raising campaign and the ground breaking ceremony are tentatively set for September 13<sup>th</sup>. ELBFI has received a pledge of \$100,000. Any new money donated before the end of June will be matched. The first grant application for \$25,000 to the Cape Cod Five Bank has been sent in. Other grant applications will follow. Both ELBFI and the Library will have a presence at the Hands on the Arts, June 14<sup>th</sup> and 15<sup>th</sup>.

- 10.FRIENDS: The Friends Annual Meeting will be on Wednesday June 11<sup>th</sup> at 5:30 p.m. at the Eastham Historical Society Schoolhouse. Deb will be the guest speaker.
- 11.STAFF AND VOLUNTEERS: No report.
- 12.PUBLIC COMMENT: Jim Baughman, a neighbor of the Library, was welcomed.
13. NEXT MEETING: The next meeting will be Saturday, June 7<sup>th</sup> at 8:30 a.m. at the Library.
14. ADJOURN: The meeting was adjourned at 10:25 a.m.

Respectfully submitted,

Norma Marcellino