

EASTHAM PUBLIC LIBRARY

TRUSTEES MEETING, June 7, 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, Sheila Vanderhoef, Kaye Richardson, Joan Modig, Mimi Ace, Russ Moehlich, Aimee Eckman, Jim Baughman
3. MINUTES: The minutes of May 10, 2014 were approved with one correction. The minutes of May 19, 2014 were approved with one addition.
4. FINANCIAL REPORTS: The financial reports were reviewed page by page. Bills for the fiscal year ending June 30th can be submitted until July 11th. Deb is still working to clarify all the accounts, donations and the money within them. The Library Building account page is not up to date.
5. DIRECTOR'S REPORT: The complete Director's report is attached. The door count is inaccurate since the front door counter is not working. Print and media circulation for May, 2014 was 6193 and May, 2013 was 6344. The overdrive circulation was 554, there are 8 new patrons and there were 3 adult programs and 17 children's programs. The Pen Pals moves went very well and they may be used again to move more materials. The RFPs for the trailers are due next Wednesday, the 11th. The Trustees will be on the agenda for the June 18th meeting of the Selectmen. The Trustees were asked to review the MBLC Action Plan and will discuss it next month. There will be a sale of the surplus property organized by the Town. The Library will close on August 2nd and there will be a celebration with music and activities to honor the event. The goal is to have a "ground breaking" ceremony on Saturday, September 13th sponsored by ELBFI. Deb has contacted Sarah Peake's and Dan Wolf's offices to ask them to reserve the date. Library Programs will continue through the summer. Hoopla will be up and running on June 23rd. The new website is active. The Wi-Fi signs will be

- up soon in the parking areas. Sharon, Ed and Norma will work with Deb to revise the Trustee By-Laws.
6. **BUILDING PROGRAM:** The landscaping around the present building will be removed with nothing bigger than a trowel and plantings will be given away on August 2nd. It was agreed to have broadloom carpet rather than carpet tiles. The Book Drop will remain where it was moved to at the last meeting with the architect. The door inside the Children's Program Room will not be able to be locked. A motion was made and passed that changes the order of the Deduct Alternates be changed. Number one is the landscaping, two is the room partition, three the fireplace, four the bluestone and five the millwork. Sheila and Deb will speak with the architects about the size and location of the generator. Mary proposed a draft of a Naming Recognition Policy. Dave expressed a concern about the large number of dead trees between the building and the pond. Sheila and Deb will work on this as it may involve the Conservation Commission. At this time the cost estimates of Faithful Gould are \$100,000 over budget but this does not take into account the savings from the passage of town water.
 7. **OLD BUSINESS:** The visit to the West Tisbury Library was a good one. A contractor will be needed to remove the flagpole and the Playhouse will be moved and stored by the DPW and refurbished by Cape Associates when the building is completed.
 8. **NEW BUSINESS:** The officers for next year will be Dave Payor as Chair, Mary Shaw as Vice-Chair and Norma Marcellino as Secretary. Deb will be at the "Hands on the Arts" weekend. Ways were suggested by Mary and Sheila for keeping the public aware of Library events-these include setting up a phone information system and using the television station to advertise events.
 9. **ELBFI:** Kaye announced that an ELBFI Public Service Announcement will be in the Cape Cod Times on July 14th. ELBFI will participate in the Hands on the Arts weekend. Mimi announced that the \$50,000 matching funds donation has been met. Two grants have been submitted with three more pending. ELBFI will sponsor a Donor Appreciation Event on June 19th. They hope to open the public phase of their campaign at the September 13th ground breaking ceremony.

- 10.FRIENDS: Joan reported that the Friends Annual Meeting will be on Wednesday, June 11th at 6:00 p.m. at the Schoolhouse Museum. The guest speaker will be Deb. The Friends financially support many things for the Library and will explore and explain this in their next newsletter.
- 11.STAFF AND VOLUNTEERS: Adam Harris will be the summer employee. He will get the new computers up and running.
12. NEXT MEETING: The next meeting will be held on Saturday, July 12, 2014 at 8:30 a.m. at the Library.
13. ADJOURN: The meeting was adjourned at 10:12 a.m.

Respectfully submitted,

Norma Marcellino