

EASTHAM PUBLIC LIBRARY

TRUSTEES MEETING, July 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, Elizabeth Gawron, Debbie Abbott, Joan Modig, Al Alfano, Kaye Richardson, Jim Baughman
3. MINUTES: The minutes of June 7, 2014 were approved with one clarification.
4. FINANCIAL REPORTS: Almost all of the expense budget for the last fiscal year was spent-\$1627.84 will be returned to the Town. The exact amount of money to be returned from the salaries account was not available at this time. The accounts were reviewed in detail and Ed complimented Deb on the new format and clarity of the accounts.
5. DIRECTOR'S REPORT: The complete Director's report is attached. The Pan Pals will be back on July 14th to pack and move materials to Seamen's Bank. The Farewell Reception will be held on August 2nd. The Friends will organize the potting of outside plants for distribution on the 2nd. This will happen on July 27th and 28th. The exact dates of closing and moving are not yet determined. A plan for the organization of the three temporary trailers was shared. It was agreed that Optima have before hours access to the temporary Library for the movement of CLAMS materials. The temporary Library may open at 9:00 a.m. The sale of surplus materials was discussed and the Groundbreaking Ceremony will happen on September 13th. Hoopla is up and running and the Summer Reading Program is in full swing. The Stories in the Pines will be held again this summer. Deb will speak at the Eastham Part-time Resident Taxpayers Association on August 16th. The MBLC Action Plan was approved. The ARIS report on Library statistics is done and will be turned in to the state in August. There are six new computers which are now in use. The parking lot signs for wi-fi use are up. Changes to the

- present by-laws were discussed. The discussion will continue at future meetings.
6. **BUILDING PROGRAM:** The Trustees voted to approve the Oudens-Ello fee proposal of \$14,000 for design services related to the redesign of the documents to incorporate the change to connect to the anticipated new municipal water supply. They also approved \$19,766 in additional OPM services to P3 to include building Commissioning required by LEED. The generator will be a partial one and keep about half of the Library functioning. The Donor Naming Policy presented last month was approved. Seamen's Bank has pledged \$10,000 to the new Library over four years. The first payment of \$2,500 has been received. The Board of Health has given approval for the septic system plan for the new library. The construction bid requirements have gone out. There will be a walkthrough at the site on July 28th. The sub bids will be filed by 2:00 p.m. on August 4th and the construction bids by 2:00 p.m. on August 20th. The next MBLC payment will happen when there is a signed contract with the general contractor and a building permit issued.
 7. **OLD BUSINESS:** There was no specific Old Business.
 8. **NEW BUSINESS:** Dave Eagles, a long time contributor to the Library recently passed away. Mary will bring a condolence note from the Trustees to his wife Audrey and Norma will send a note from the Trustees to his son Jeff.
 9. **ELBFI:** Al stated that many of the items relating to ELBFI had been discussed earlier in the meeting.
 10. **FRIENDS:** The FRIENDS items were already discussed.
 11. **STAFF AND VOLUNTEERS:** No report.
 12. **PUBLIC COMMENT:** As a physical neighbor of the Library Jim shared some environmental concerns about the removal of plantings and the path down to the pond. Access to the pond will not be available while the library is under construction.
 13. **NEXT MEETING:** The next regular meeting is scheduled for August 9th. The place and possibly the date will be determined.
 14. **ADJOURN:** The meeting was adjourned at 10:40 a.m.

Respectfully submitted,

Norma Marcellino