

## EASTHAM PUBLIC LIBRARY

### TRUSTEES MEETING, August 9, 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, Mimi Ace, Al Alfano, Debbie Abbott, Russ Moehlich, Jim Baughman
3. MINUTES: The minutes of July 12, 2014 were approved.
4. FINANCIAL REPORTS: Deb presented the financial reports for fiscal year 2014 and fiscal year 2015 so far. The salaries expended for 2014 should be the figures given for fiscal year 2015. These numbers need to be adjusted. Mary questioned where the interest earned in the Library Building Fund can be found. The money for the Building Fund was to have been placed in an interest bearing account. Deb will investigate these concerns.
5. DIRECTOR'S REPORT: The complete Director's report is attached. Packing will begin with the delivery of Book carts from Diamond Relocators on Thursday, August 14<sup>th</sup>. If the trailers are ready the Library will close on Saturday, August 16<sup>th</sup> with the removal of the Library Sign at 4:00 p.m. Al Sette will store it until it can be used again. The trailers are not here yet-there is an issue with converting the heat source from gas to electric. Comcast also has work to do on the temporary Library site. The building Inspector has shared his concerns about the trailer setup with Deb. The movers will begin packing on August 18<sup>th</sup>. If the move to the trailers cannot happen at that time they will pack only the materials to be permanently stored and the Library will stay open in the present site with the temporary library materials. Deb stated that the movers have been wonderful to work with. The Pen Pals will come on the 14<sup>th</sup> to move materials to Seamen's Bank and possibly to the Historical Society. The CPC is meeting on Monday morning. Concerns to be discussed include Insurance such as Builders Risk Insurance and Insurance for the trailers. The sale of surplus materials still needs to be determined. Deb discussed the Mango Language data base and suggested the Trustees take a look at

how it works. Speakers for the September 13<sup>th</sup> Ground Breaking should include Dave, Deb, Sheila, Linda Burt, a Commissioner from the MBLC, Sarah Peake, Dan Wolf, Judy Sebastian from the Friends and Mimi Ace from ELBFI. The Trustees decided that the Library should close on the Tuesdays that there is a town election such as the primary in September, the general election in November and the Town election next May.

Options might include opening on a Monday or using the day for staff in-service. The temporary library will open at 9:00 a.m. each day.

6. **BUILDING PROGRAM:** The filed sub bids have been opened and so far so good as far as the costs are concerned. The Trustees voted to authorize Deb to authorize and approve building project expenses. It was agreed that the use of donated bricks and pavers will not fit in with the building design. The Board of Health is meeting on Wednesday at 9:00 a.m, The next MBLC payment will happen when there is a signed contract with a general contractor and a building permit. The general contractor bids will be opened on August 20<sup>th</sup>.
7. **OLD BUSINESS:** The Dave Eagles family was contacted by mail and with a visit by Mary to Mrs. Eagles.
8. **NEW BUSINESS:** The placement of shelving and furniture in the trailers set up is being worked on. Mary spoke with Dan about preserving the old well for irrigation of new plantings. This needs to be investigated.
9. **ELBFI:** ELBFI has been invited by the Kelley Foundation to send two representatives to a meeting on August 22<sup>nd</sup>. Al Alfano and hopefully Deb will attend. They will kick off the public phase of their campaign on September 13<sup>th</sup>. They have been busy working on invitations, publicity and plans for the September 13<sup>th</sup> ceremony.
10. **FRIENDS:** The Friends will not publish a newsletter until late September when hopefully the move will have happened and things will be in place. The membership drive is going well. They will be meeting at the Schoolhouse Museum in the future. They were thanked for the great day they gave the patrons on August 2<sup>nd</sup> at the Library Farewell Event and the plant distribution.
11. **STAFF AND VOLUNTEERS:** Deb again thanked the staff for their amazing flexibility and hard work.

12. NEXT MEETING: The next regular meeting will be on Friday, September 12, 2014 at 8:30 a.m. This will be held either in the trailers or at Town Hall.
13. ADJOURN: The meeting was adjourned at 9:55 a.m.

Respectfully submitted,

Norma Marcellino