

EASTHAM PUBLIC LIBRARY

TRUSTEES MEETING, October 25, 2014

1. CALL TO ORDER: The meeting was called to order at 8:37 a.m.
2. PRESENT: Dave Payor, Norma Marcellino, Mary Shaw, Sharon Krause, Ed Harnett, Debra DeJonker-Berry, Jim Baughman, Al Alfano, Kaye Richardson, Aimee Eckman, Debbie Abbott
3. MINUTES: The minutes of the October 11th meeting were approved.
4. POLICY REVIEW: The By-Law revision draft was presented. Mary spoke on the need for each trustee to have a role in leadership and an area of expertise. There seems to be a need for someone to work in the financial area and someone to act as a historian for past and present activities. There was a discussion of the need for a vice chairperson. A vote on the draft was tabled until the next meeting. Other policies, especially for the new library (meeting room, collection development for example) will need to be addressed in the future.
5. BUILDING PROJECT: Updates were given on the CPC meeting. There was no construction meeting last Tuesday. There was a discussion of why a Trustee is not included in the construction meetings. The contract has been signed with Nauset Construction and the demolition permit is in place. There is no building permit yet. Tree removal at the construction site will begin on Monday and Tuesday. The Conservation Commission will meet on the knotweed problem and may develop a new plan for the invasive plant. Sharon reported on a meeting for the Grand Opening of the new Library. This should be a Trustee event and decisions will be made as to how the Committee should be constructed. Mary reported that a group from ELBFI met with Matt Oudens to discuss ways to honor donors. There are many options to be considered. Deb hopes to have a meeting with Matt and staff and Trustees on November 4th to visualize the new library.
6. DIRECTOR: The Adult Programming Survey is complete and ready to be filled in on line. Ways to get this survey out to the public were planned. Subsidizing the Turnip Festival vendors by the Trustees was

- discussed. Deb will be working on this with the Town Accountant. A motion was made and passed: **MOTION:** The library will close at noon on November 22nd-the day of the Turnip Festival. Hopefully the Trailers will open next Wednesday. There will be an Open House for the public once the temporary library is operational. There is a Small Libraries Forum being held on October 29th. A draft of the Action Plan was distributed. The Trustees are asked to go through it and make suggestions to be discussed at the November 8th meeting. Jim mentioned that there will be a representative from Williams Sonoma presenting a food program on December 2nd. This will be limited to 30 people.
7. NEW BUSINESS: Deb has completed the grant application to the Boston Library for digitization. She also completed an application to Maker Lab for two 3-D printers. If both were received one printer could be loaned out. Mary discussed the Celebration of Reading program at the Snow Library in Orleans.
 8. NEXT MEETING: The next meeting will be Saturday, November 8, 2014 at 8:30 a.m.
 9. ADJOURN: The meeting was adjourned at 10:12 a.m.

Respectfully submitted,

Norma Marcellino