

Meeting of the Board of the Trustees of the Eastham Public Library
January 10, 2015

Members Present: David Payor, Ed Harnett, Mary Shaw, Deb De Jonker-Berry, Sharon Krause

Members absent: Norma Marcellino

Guests: Mimi Ace, Nancy Eisenbarth, Russ Moehlich, Al Alfano, Elizabeth Gawron, Aimee Eckman

The meeting was called to order 8:34a.m.

Mary offered corrections to the minutes of the meeting of December 29th .

1. correct misspelling of Bayne's name
2. change President to Chair
3. Joe Bayne represents Eastham on the CVEC
4. In the motion, spell out PPA (Power Purchase Agreement)

The minutes were approved as amended.

Financial report:

Dave asked about the figure for books, materials and supplies and wanted to know why they are low. Does this affect certification? Deb says we are doing fine, having spent 52% on materials (books, audiovisual, etc.) Town has settled with the union, salary money was retroactively paid for 6 months. State aid: Mary questioned why there is no interest accrued on that account. Deb will get more information. Deb has been going through funds and getting a better understanding of the monthly reports to consolidate into a report for the Trustees. The Mills Family Foundation (Curry Mills Hoskey) has given \$1,000 to the Library ((Trustees Interest account) for children's materials and other needs for children's services. Mary asked whether the two Seamen's accounts of \$234k and \$169k have been merged per previous Trustees vote (to ensure the funds are accessible). Deb will verify that it has been taken care of. Deb talked about using the Bohlen account to establish an account for yearly cleaning of the new library. There will be several issues, i.e. window washing, rug cleaning, etc. Dave expressed concern about the equipment needed to accomplish these tasks. Other things the library could use expendable money for such as modular units for rotating display purposes. Construction activity has been slow this week but they are installing the rebar.

Director's report: The trailers are getting very busy and the staff is getting a feel for summer. Statistics are down because of downsizing. There will be a workshop in Orleans on e-books. Three staff will attend. It is one of three e-book programs the state is paying for. CLAMS has done year in review which is on their web-site. Adam Harris has created a countdown clock to the next Turnip Fest. Deb expressed interest in buying a Consumer Reports Suite, which will cost \$800 through Flipster. The Board discussed financial products. The Library continues to subscribe to the print version of ValueLine, and Morningstar is available online through the Boston Public Library e-card program. The Library's Gale databases contain testing programs for postal clerk and other occupational tests, legal forms and Chilton's auto repair. The library could hold workshops, using this software. The punch list for the trailer is diminishing. They have fixed many problems, installed a down-spout; Deb is exploring signage for the temporary library. The Native American project is being formulated, to tell the story of the remains found while digging the septic this fall. Deb would like a road trip to Mashpee to view their display and she hope to meet with Ramona Peters, tribal counsel leader and historic preservation officer. April 8th is the preservation workshop on "Leaky Pipes, Broken Windows." Town department heads and other town organizations, i.e. churches, museums will be invited to

participate. The Selectmen are currently discussing the possibility of an override for the operating budget. Fran is looking at tablets with preloaded software. Deb hopes to procure a grant to help fund. Four tablets would be about \$8,000. She hopes the price will come down. We could probably use funds from some expendable monies. Town meeting room policy needs to be reviewed with the new Library in mind. Deb would like us to review a couple of policies from other areas every month. She would put Event Keeper on the website to make public the availability of the room. Mary asked about the "Welcome Baby" kits, which are in the process of being assembled. Sue Fischer will write notes to new families and hand out the kits.

Motion: Mary maked a motion to approve the purchase of the Welcome Baby kit items, money to come from Trustee Interest Account; seconded by Ed, passed unanimously.

Many people are taking advantage of CLAMS and getting their books. The number of books in the daily delivery has not changed much. Deb told the group that usually seasonal help is hired by the town but the new library needs more flexibility. She would like to see a new line item in the budget for temp help from an organization called Biblio Tech. The State takes care of legal requirements for personnel. The Library budget was discussed. Revolving funds might be considered for some of the new expenses in the new library, such as print management. Revolving funds count towards the Municipal Appropriations Requirement for State Certification.

Library Trust Funds: Elizabeth suggested we ask for this document to clarify their history and restrictions. Deb is looking into the Esther Little Fund set up in 2003/2004 for \$50k. Deb believes it has been deposited in the Trustees Interest account. Deb would like to make sure the contributors get proper recognition. Deb mentioned the Bangs/Kelley Foundation's \$5000 grant. The funds are earmarked for technology for the visually impaired. She is planning a trip to the Perkins School in Watertown, a school for the visually impaired. The trip is scheduled for February 19th and includes a workshop to help evaluate equipment and provide sensitivity training - February 19th. Story Corps probably will not happen this year. Deb Abbott delivers books to the shut-ins. Delivers to about 8 people. Scrapbook Project: bring in library related news.

EBFI: Al told the group that they are working on grants and their grant writer is finishing up another round of grants. The group may decide to go ahead with her for another 6 months, and would inquire about what she would accomplish. The Events planning committee is working on what they will do over the next year. ELBFI has \$400k cash in the bank. Cash plus pledges plus grants equals \$737k. Named gift opportunities: ELBFI has approved the five plus 2 prospective claimed naming opportunities, to date. They now need the Trustees approval. Motion: Mary makes a motion to accept the five named opportunities for the new library. They are as follows:

The Community Meeting Room ~ in memory of Gregory Turner (\$150,000)

Main Circulation/Information Desk ~ The Ace Family (\$50,000)

The Living Room (VIS Library) ~ The Sparrow Family (\$30,000)

Fireside Reading Area ~ In memory of James Shaw (\$25,000)

Conference/Meeting Room ~ The Gulrich Family (\$25,000)

Children's Library Help Desk ~ In memory of Winifred Franklin (\$20,000)

An anonymous donation in memory of J. Wm Goddard for the Children's Program Room as well as an anonymous donor for the staff lounge and kitchen are in process.

The new library should also have a plaque acknowledging the Eastham residents and Community Preservation Committee (CPC) funds.

Staff and volunteers: Deb expressed appreciation for both the staff and volunteers. There is a new circulation desk volunteer on Fridays.

Public comment: For the record: Eileen Morgan brought up the concern from an ADA perspective about having automatic door openers/closers for the rest rooms. Dan Pallotta will speak to the issue at the Capital Projects Committee meeting on Tuesday the January 20th.

A motion was made to adjourn at 10:10 a.m.

The next Trustee meeting is January 24, 2015 at 8:30 a.m., small meeting room, town hall.

Respectfully submitted,
Sharon Krause (for Norma Marcellino)