

Meeting of the Eastham Public Library Trustees

January 31, 2015

Members in attendance: Dave Payor, Mary Shaw, Sharon Krause, Ed Harnett, Deb DeJonker-Berry

Members absent: Norma Marcellino

Guests: Aimee Eckman, Mimi Ace, Russ Moelich, Al Alfano

The meeting was called to order at 9 a.m.

The minutes from January 10th were passed with a motion made by Ed, seconded by Mary

Solar/LEED ~ Following the CPC meeting, attendants were concerned by fact that the library project would possibly not get gold status unless solar panels were installed. Originally, the Trustees were told that the Project should attain gold before solar was installed. The trustees are very concerned and request the engineer to come to the next CPC meeting. Discussion followed concerning buying solar panels versus leasing. The consensus seems to favor leasing. At the next Selectman's meeting, Deb will present the Trustees request for a solar installation for the new building and for submitting a Letter of Intent, (LOI) for solar. It would be helpful to have the results of the town's audit of the Transfer station panels.

Hoist beam in elevator – The Town Administrator does not want Children or anyone signing the beam on the construction site for safety reasons. Deb sees it as investment in future, to have children's signatures on it. A decision needs to be made, as it should be done in the next couple of months. Concerns about moving, transporting will be addressed by Dan.

Next MBLC payment ~ Lauren Stara of the MBLC needs our request for payment in May. Our survey is set for March 1st. The survey is dependent on the foundation being poured. Dan Pallotta said there has been 1 1/2 week loss because of weather but we still have time.

FF&E (Furniture, fixtures & equipment)~ Al reported that ELBFI has been in existence since 2011 and has only spent \$19,000 in budgeted expenses. Recently, the group has become aware of new expense: When a non-profit has over \$500,000, they are required to file with the state and have a formal audit by a CPA, certified to work with non-profits. The cost of this audit is \$7,000. Russ told the group that the procedure is daunting. He feels we need to go with the certified CPA audit.

ELBFI sash available is \$418,000. Discussion revolved around some of the monies listed, i.e. Winifred Franklin fund and \$115,000 in grants being raised by ELBFI. Dave wants Franklin fund to be held in contingency for unexpected expenses. Al states that the pertinent number is the ELBFI cash available.

Since the trustees have authorized Matt Oudens to be our interior designer, a meeting needs to be schedule and a budget discussed. There is still no signed agreement. Dan needs to make it a priority. Dave thanked ELBFI for all their hard work.

Banner/Sign ~ A banner is seasonal, May to October, temporary. Deb would like to avoid going before zoning for a permanent sign. The consensus is for a permanent sign. Deb will contact Modulease to find out what they permit.

Self check-out station- The Staff is all in favor of a self-checkout station. License for software is expensive, \$3,000, but then a yearly fee of \$300. Deb would like to pay for the license, but use current equipment in the trailers, experiment with the idea and see how it works out. Some direct funding has come from the state for small libraries; Eastham received \$1487. Deb would like to funnel this money into this experimental self-check out, in time for summer.

Library closings - The staff can use time accrued if they feel uncomfortable coming into work during a storm. Phones had not been working, because they work off of the COA internet system, which was currently down because of weather. As of last night, the Comcast lines have been replaced.

Naming opportunities ~ Mary asked about contacting Robbie McQueen, who contacted the Trustees about a naming opportunity for the Sparrow Family. We should notify him that the "living room" is to be named in honor of Don Sparrow and his brother. We will need a policy for notifying donors and their families. The Little Fund was originally \$50,000; Deb is sure it was put in the Trustee's interest account. Should we also recognize that family? Deb addressed the large worksheet she drew up listing all of the funds; Trustees and ELBFI can record information on the form, keeping it updated. CPC funds need recognition somewhere in the "living" room, and Eastham Room, a plaque acknowledging funds from Eastham taxpayers through CPC funds.

Generator ~ Mary brought up the generator. Dave gave his thoughts; he disputes size and expense we were quoted. He feels we need to have the largest we can accommodate in that area. The generator needs to operate the elevator, lower pumps. Aimee stated that it is too late to change the generator since all work has been bid out.

Three priorities ~ Dan should talk to Matt Smith, the green engineer and invite him to a meeting; the Trustees need a contract from Matt Oudens for FFE; ask the question, is it too late for a larger generator? Also ask about hoist beam and safety issues.

Old business ~ Deb talked about the "Leaky Pipes" conference with Gregor. She will send out a list of people that should be invited; we are allowed 25. Workshop deals with disasters and how to approach. Invitations would be on a "first come, first served" basis after library staff. Deb feels it should be a representation of the town rather than all library staff.

~A February 19th date has been set for a visit to the Perkins School; Lauren is coming to tour the building site on February 17th at 1p.m. Deb will post a meeting with her to

discuss the generator, solar panels, FF&E, and the Grand Opening.

~A visit to the Wampanoag Museum in Mashpee is potentially set for March 23rd. Deb suggests we can look at other libraries for furnishings, etc. at the same time.

~The "Wowbrary" site will begin to list the following week's adult programming, eventually children's programs.

The Trustees need to begin work on a meeting room policy.

~The meeting was adjourned at 10:34 a.m.

~Next meeting is February 14th at 9 a.m.

Respectfully submitted

Sharon Krause(for Norma Marcellino)