

## EASTHAM PUBLIC LIBRARY

### TRUSTEES MEETING: APRIL 25, 2015

1. CALL TO ORDER: The meeting was called to order at 9:00 a.m.
2. PRSENT: Members: Dave Payor, Norma Marcellino, Mary Shaw, Sharon Krause, Ed Harnett, Debra DeJonker-Berry  
Guests: Aimee Eckman
3. MINUTES: The minutes of April 11, 2015 were approved.
4. PREPARATION FOR THE FF&E APRIL 28<sup>th</sup> MEETING:  
Deb has prepared an up to date total of books and materials both in the temporary library and in storage. This total –about 46,000 items- will help in the planning of placement of materials and the use of shelving in the new library. An analysis still has to be made by Matt as to where he anticipates things to go. The original plans were to have about 60,000 items in the new library. Mary shared a concern that the budget for FF&E should be known before decisions are made. Deb stated that she will come up with a needs list.
5. CONSTRUCTION CONCERNS: A new person from Nauset Construction will take over the supervision of the site in May. More than one week has been lost due to rain. The steel is ready to be delivered. Next week or so plumbing will go into the lower level. The timing of the construction is a concern, the water completion is a concern and Dan Pallotta's contract dates with the Town need to be looked into. Deb questioned whether the library could be opened before the municipal water is completed if water was supplied from outside sources. No one wants to have the temporary library still be open during the summer of 2016.
6. MEETING ROOM POLICY PREPARATION: The intent from Sheila is to incorporate the needs of the Library into the existing Town Meeting Room Policy. How this should be done needs to be worked on. The complete policy is online and should be looked at-with maybe an addendum for the Library meeting rooms. Dave will put together a template with areas of concern. Deb will get policies from Wellfleet and Mashpee.

7. OTHER BUSINESS: A motion was made and passed to take \$500 from the Trustees Interest Account to place hydroseed around the trailers. Deb Abbott has some patio furniture which will be placed outside in the back area for the staff to use. Sharon picked up the restored books from the Talin Book Bindery and everyone got to see how the books had been restored. The Trustees authorized Deb to pay the bill for the book restoration from the State Aid Account. As a LEED update Deb reported that the “green cleaning” had been approved by the Selectmen and will earn some LEED points.
8. NEXT MEETING: The FF&E meeting with Matt will be Tuesday, April 28, 2015 at 1:30 p.m. in the Town Hall. The next regular Trustee meeting will be on Saturday, May 9, 2015 at 9:00 a.m. in the Town Hall.

Respectfully submitted,

Norma Marcellino