

## **EASTHAM PUBLIC LIBRARY**

### **TRUSTEES MEETING, July 25, 2015**

1. CALL TO ORDER: The meeting was called to order at 9:00 a.m.
2. PRESENT: Members: Dave Payor, Norma Marcellino, Mary Shaw, Sharon Krause, Ed Harnett, Debra DeJonker-Berry  
Guest: Al Alfano
3. MINUTES: The minutes of July 18, 2015 were approved with a correction.

4. MEETING ROOM POLICY: The Trustees met to begin a discussion of a Meeting Room Policy for the spaces in the new Library. Policies had been gathered from other libraries, Dave had organized them by topic, and Deb put together a draft of a policy that was looked at today. This policy will discuss the usage of the rooms and guidelines for this usage. The Town of Eastham has an existing "Town-Owned Buildings-Room Use and Fee Policy" which includes the spaces in the library. This was the first document looked at and Deb pointed out the addition of the new spaces in this document. In addition to the Town Policy there will be an addendum for "Eastham Public Library meeting Room Policy and Procedures". This draft was looked at paragraph by paragraph with many items discussed and many items still needing to be discussed and decided upon. Deb will look to some citizen groups for input and the discussion has just begun. Some items of concern:

Who will be able to use the spaces?

Will any kind of fundraising activities be allowed? By which group(s)?

If there is a scheduled Town employee in the building when the public is in attendance will that be a staff member, custodian?

Who will be responsible for setting up a Room for usage and the clean up afterwards? What about damage? Will there be a Town custodian available for this?

These and many other items will need much more thought and discussion. There are other policies which will also need to be developed.

5. NEXT MEETING: The next regularly scheduled meeting will be Saturday, August 8, 2015 at 9:00 a.m. at Town Hall.

6. ADJOURN: The meeting was adjourned at 10:40 a.m.

Respectfully submitted.

Norma Marcellino