

EASTHAM PUBLIC LIBRARY  
TRUSTEE MEETING, JUNE 25, 2016

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, Debra DeJonker-Berry  
Guests: Aimee Eckman, Mimi Ace, Al Alfano
3. MINUTES: The minutes of June 11, 2016 were approved.
4. POLICY REVIEW: The purpose of the meeting was to continue with the development of policies for the new library. This is an ongoing process and the policies reviewed and discussed will continue to be worked on. Before any final vote is taken the policies will go to the Town Administrator and/or the Town Counsel for review. Policies discussed were:  
Rules of Behavior: General principles and purpose, examples of inappropriate behavior and what must happen to insure that the library has a clean and welcoming environment for all were some of the topics considered. Beverages, food and when animals will be allowed in the library were part of the discussion. One hour was spent on this policy.  
Child Safety/Behavior: The concern of the staff for the safety of children and expectations for behavior of children are important parts of this policy.  
Exhibition Policy: There will be an Art Committee from the Eastham Painters Guild; Willow Shire, Donna Knight and Meg Schmidt. They will work on a draft for Art Exhibit procedures. The Exhibition Policy was reviewed and refined again.  
Town of Eastham Town Owned Buildings –Room Use and Fee Policy: The Town's Meeting Room Policy was reviewed with looks at where the Library's Meeting Room Policy might differ a bit from the Town's policy. A discussion about charging for groups after hours at the library was held.  
Eastham Public Library Meeting Room Policy and Procedures: This policy will include procedures for reserving rooms, what organizations will have to do to serve refreshments and who should be responsible for securing the building after the public event when the library is closed.

5. NEXT MEETING: The CPC Committee will meet on Tuesday July 5, 2016 at 8:00 a.m. at Town Hall, The Trustees will meet on Saturday, July 9, 2016 at 9:00 a.m. at Town Hall.
6. ADJOURN: The meeting was adjourned at 11:17 a.m.

Respectfully submitted,

Norma Marcellino