

## EASTHAM PUBLIC LIBRARY

TRUSTEES MEETING, January 23, 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, Ed Harnett, Debra DeJonker-Berry  
Guests: Al Alfano, Kaye Richardson, Russ Moehlich, Shelley Albee
3. MINUTES: The minutes of January 9, 2016 were approved.
4. BUILDING:
  - FF&E: A trip will be made on Monday the 25<sup>th</sup> to the Boston Design Center. Items to be looked at include shelving, carpet samples, and computer and lounge chairs. It is hoped that samples of materials can be brought back for the FF&E meeting on February 2<sup>nd</sup>. Deb discussed the layout of the Children's Room. Pictures of various shelving and rack options were passed around. The Children's staff will meet with a representative of Tucker Shelving next Thursday. Deb would like the Young Adult Room to have shelving on the perimeter of the room with space for the use of computers in the center. It is hoped to have a way to sign out a tablet or computer. She would also like the young adult population to have input into the use of the design space.
  - ART: There are people interested in donating art/sculpture or money for purchasing art. These offers are greatly appreciated but many more basic decisions need to be made before anything can be accepted for use. The Trustees agree that the Library will initially be opened with minimal furniture and art. How the Library is being used will determine what is needed. Mary stated that an inventory is needed of what art materials we have already and the values of such materials. This is especially important for disaster planning.
  - POLICY LIST: The second Trustee Meeting in February, the 27<sup>th</sup>, will be held for a review of library policies.
  - MBLC: Deb met recently with Lauren Stara from the MBLC. Lauren approved the changes in the layout and type of shelving for the Children's Room. We may not be able to apply for the next MBLC

payment for a while since there may not yet be a certificate of occupancy but there may be a way for a waiver to be granted.

OAK TABLES: Mary contacted Cape Abilities about refinishing the oak tables. She has requested a quote in writing and not yet received one. The tables will not be available to be refinished until the new library is open. There is another table from the old library which maybe should be refinished as well.

IT UPDATE: The wiring is being put in. The Police Chief would like a component purchased that can be used at the police station to monitor the library. Mary looked at the Heat Map and was concerned about the WIFI level on the porch. Dave expressed concern for the parking lot as well. Ed Rohmer, the IT director, will look into it and additional components will be purchased if needed to insure the WIFI strength.

5. OLD BUSINESS: Deb has completed and turned in the Annual Report. She discussed the ALA Midwinter Conference recently held in Boston. She will meet with the staff to share their experiences. She provided links to programs on how libraries transform: Civic Engagement, Creativity, Innovation and Change. She looked at all the new items out there and hopes to purchase a new DVD cleaner which is needed now. She shared other shelving, checkout options, periodical vendors and book resellers information. Mary spoke with Connie LeClair about the use of “Cape Cod” grass. Connie feels it is not appropriate for the Library since it is a tough grass-difficult for children- and does not need much water where all the other new plantings will need water. She agrees with Mary and others that the magnolia tree in the Reading Garden is not a good tree for the space. As an alternative she suggested a Japanese paper bark maple tree. Water drainage problems at the construction site are due to the drains not being opened. This will be set up during construction. The need for and placement of coat racks was discussed. Deb asked what kind of Conference table would suit the room? Possibly one that would break down into individual components.
6. NEW BUSINESS: The Legislative Breakfast on February 5<sup>th</sup> has been cancelled.

7. PUBLIC COMMENTS: Shelley Albee, an intern at the National Seashore , presented some options for display cases both those that are free standing or mounted on the walls. This led to a discussion of the items that are certain to be used in the Library such as the quilt and Sparrow Collection. All of these should be looked at , evaluated and possibly reframed etc. before being displayed. A checklist is needed for preservation standards. Al Alfano presented a condensed and updated statement of ELBFI funds as of December 31, 2015.
8. NEXT MEETING: The Trustees and others will go to the Boston Design Center on January 25<sup>th</sup>. There will be an FF&E meeting with Matt Oudens at 1:30 p.m. on Tuesday , February 2<sup>nd</sup> in the Town Hall. The next regular Trustee meeting is February 13, 2016 at 9:00 a.m. at the Town Hall and on February 17<sup>th</sup> there will be a visit to the Wampanoag Tribal Cultural Center, Mashpee.
9. ADJOURN: The meeting was adjourned (with a strike of the gavel) at 10:30 a.m.

Respectfully submitted,

Norma Marcellino