

## EASTHAM PUBLIC LIBRARY

TRUSTEE WORKSESSION, February 19, 2016

1. **CALL TO ORDER:** The meeting was called to order at 1:00 p.m.
2. **PRESENT:** Members: Dave Payor, Norma Marcellino, Mary Shaw, Sharon Krause, Debra DeJonker-Berry  
Guests: Al Alfano, Mimi Ace, Russ Moehlich
3. **OLD BUSINESS:** Deb gave everyone some updates. The carpeting and shelving (two options) have been worked on by the staff for the Children's Room. Decisions on the shelving still need to be finalized. The drawings for the circulation desk are being worked on. Deb questioned the height for one area. She feels it is too short. The staff has looked at chairs for the circulation desk and staff workroom. There will be stools for the staff behind the circulation desk. There was a discussion of the door leading out to the Reading Garden-can the building be reentered. After the meeting Deb confirmed that there will be a handle on the outside to reenter the building. Dave shared that he had e mailed Dan Pallotta to request that the Trustees receive information on Plan B-to have a part of the new library be open before the municipal water hookup-before the CPC meeting on February 22<sup>nd</sup>. He has not yet heard back.
4. **NEW BUSINESS:** Deb had prepared an extensive list of possible expenses for the new library and possible funding sources for each item. This is a starting point and many numbers will change as final decisions are made. There was a lengthy discussion of the IT needs and many concerns were expressed as many important items (what to purchase? computers-laptops, iPads, etc.) still need to be determined. Other areas of discussion were furniture, the VIS Room, security, landscaping, signage, maintenance, appliances, preservation, plan B, change orders, and possible extra time in the trailers. Some signage-that required by code-is in the FF&E budget. The appliances were not in the original plan. The expense of change orders is a concern. As the funding sources were discussed some were changed from the original proposal. In summary this is a work in progress and a good start to making sure all expenses will be covered.

5. NEXT MEETING: The CPC will meet at 8:00 a.m. on Monday, February 22, 2016 in Town Hall. The next Trustee meeting will be on Saturday, February 27, 2016 at 9:00 a.m. at Town Hall.
6. ADJOURN: The meeting was adjourned at 3:20 p.m.

Respectfully submitted,

Norma Marcellino