

EASTHAM PUBLIC LIBRARY

TRUSTEES MEETING, February 27, 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: Aimee Eckman, Al Alfano, Mimi Ace, Debbie Abbott, Judy Sebastian, Joelle Szerdi, Fran McLaughlin, Marianne Sinopoli, Russ Moehlich, Judy Parmelee, Karen MacDonald, Freya Hemley
3. MINUTES: The minutes were approved for the February 13th, February 17th and February 19th meetings.
4. POLICY REVIEW: The drafting of a policy for Art Exhibits and Gallery Space in the new library was discussed. Deb had provided a good number of policies on the topic from some Massachusetts libraries for the Trustees to review. Many items need to be spelled out clearly. The length and location of available wall spaces needs to be defined. Also of concern is how far ahead exhibits should be planned (Deb suggests two years) –for how long (one month or two) and whether or not preference should be given to Eastham artists. Can and should items on display be available for sale? Should the library request a donation if an item is sold? Should there be a committee formed to make decisions on what is accepted? Can more than one artist exhibit at the same time? How will the library handle rejecting an offer to exhibit? If an artist's reception is planned would that event be governed by the Town's Meeting Room policy? Is the artist responsible for publicity for the exhibit? What should be on an application to exhibit and should it be turned in on line? How other libraries have handled these items was discussed in detail and Deb will put together a draft policy and application based upon items the Trustees agreed upon. The Meeting Room , Food and Drink and Behavior Policies will be considered next
5. FF&E PRESENTATION: Joelle Szerdi from Oudens-Ello joined the group at 10:30a.m. to present the latest offerings for FF&E consideration. Using a power-point demonstration she walked the group through each

space in the new library and asked for decisions to be made where necessary. Some of the items discussed in the various areas were:

Children's Reading Room: The staff has developed a "pond theme" for the Room. A green custom carpet was accepted-sky blue walls-curved couches-curved bookshelves (Library Craft by Demco) and space for a "tree" are all in the plans. The Children's Circulation desk will continue the pond theme with a maple wood cutout of "pond weeds" applied to the front panels. The desk has perfect sight lines to the Reading, Program and Young Adult areas and is permanently placed around a column.

Program Room: There is an exit from this room to the outside where there will be bluestone so the decision was made to continue the bluish color with a rubber tile floor inside. There will be a lot of flexibility in this room with stackable chairs and nesting tables. The wall (along with the Young Adult Room) will be a slightly darker blue than the Reading Room. This room will contain a sink. Joelle will check to see if there are any ceiling tiles that come in a shade of blue to continue the sky feeling.

Young Adult Room: A culture monster darker blue rug will fill this space. Minimal furniture will be bought initially with the hope that input can be secured from the young adults as to what they would like to have in the room. Fran is working with her Library Club members on this.

Staff Room: The flooring will be the same as the Program Room. There will be a dining table with four chairs, some soft seating with a small couch and two lounge chairs and some chairs exactly like the Meeting Room chairs.

Eastham Room: This room will be the same color and contain the same chair as the upstairs Conference Room. A large table-able to be separated will be in the room along with 18 chairs.

The flooring outside the downstairs rooms will be wood.

Adult Stack Area: The walls will be a muted green color. The shelving is an oyster color. The lounge chairs will be in one of two red colors and a gray color for the Lily chairs with walnut arms was agreed upon. There was much discussion on the placement of the lounge chairs and some changes were made to the plans. Eight Langston swivel chairs will remain but four Fringe swivel base lounge chairs will replace the Blaine lounge chairs by the fireplace. Walnut reading tables were discussed.

Chairs for the computers have not yet been decided upon and samples will be brought in for “testing”. These chairs will be armless and on casters.

Periodical Room: Joelle will search for a gray with red fabric for the lounge chairs in the Periodical Room:

Conference Room: The chairs (12 of them) will be in a blue leather fabric and the table will be able to be separated into two tables.

Lobby: Joelle will look for a different fabric for the swivel lounge chairs in the lobby space. The chairs will be on bluestone. A fabric similar to that in the VIS Room was suggested. The Circulation desk needs to be higher for the self checkout. There is a corner of the desk with wasted space and it was requested that that space be filled in-possibly for a display area. It was agreed that the top of the desk should be waxed.

Director’s Office: This will contain a flexible movable desk with cabinets around it, chairs, a circular table and four armless chairs the same as those in the VIS Room.

VIS Room: There will be four Catherine lounge chairs and the fabric for these was agreed to. There will be four armless Geiger chairs in the room with a solid leather covering-also determined. There will be walnut end tables. It was agreed that a floor rug would not be decided upon until the room is in service.

Meeting Room: There will be 110 chairs in this room. A discussion was held as to whether 2 or 3 carts for these chairs should be purchased at this time. The size of the tables and what kind of tables should be purchased was an issue. It was agreed to not purchase walnut tables but to get 8 tables on casters in a p.lam (white) finish. The podium will be maple, mobile and have open shelving.

Joelle will check to see if the furniture, fabrics and shelving are USA made.

6. NEXT MEETING: The next Trustee meeting will be on March 12, 2016 at 9:00 a.m. at Town Hall.
7. ADJOURN: The meeting was adjourned at 1:40 p.m.

Respectfully submitted,

Norma Marcellino

