

Eastham Public Library

Trustees Meeting

April 23, 2016

Call to Order: Dave called the meeting to order at 9 a.m.

Present: Dave Payor, Mary Shaw, Deb DeJonker-Berry, Sharon Krause

Absent: Norma Marcellino, Ed Harnett

Guests: Deb Abbott, Mimi Ace, Al Alfano, Aimee Eckman, Russ Moelich, Kaye Richardson

Minutes: The minutes of the April 9th meeting were approved unanimously as written.

Art Exhibit Policy Review:

Deb talked about the proposed Art Exhibit policy that she had pulled together from previous discussions. At Willow Shire's advisement, who was invited to a meeting by Deb, the document will now consist of the policy, the application and the procedure for display. An art committee will hopefully be formed, being responsible for coordinating shows, working within the policy. There was much discussion around the "library disclaimer" statement and where to post it. This item is yet to be decided. Otherwise, changes were mostly to the flow of the wording. Also, the photo on the heading of the policy will be changed to reflect the new building

Child Behavior Policy Review: Mimi and Sharon worked on the policy. Several changes were offered. The discussion mainly surrounded the mention of the age of 10 years and unattended children. It was decided, since it is such an important policy that Sharon and Mimi should meet with Fran and Marianne and collaborate.

Landscaping: Deb reported having communicated with Clara, landscape architect about the Trustee's wishes to replace magnolia trees with something neater. Clara had suggested a Washington Hawthorne, 25' -30', Cornelian Cherry, 15'-25', or Silver Bell, 30'-35'. The group had decided to go for 1 Japanese maple for the reading garden. Sharon, Aimee and Deb Abbott would like a native tree for in front of the VIS. Deb offered the idea of a native tree, Cornus Florita, a flowering dogwood for the front of the

building. After some talk, the recommendation was made to ask to have a Japanese maple in the Reading Garden and a pink dogwood, Cornus Florita for the front of the VIS.

Monday, April 25 CPC meeting is canceled with no reschedule date so far.

Draft Moving Plan: (still under negotiation)

Timeline

- May 7th - Staff Meeting
- May 14 - Call for Volunteers
- May 16 – Books delivered from storage to meeting room and lower level
- May 16 - IT work begins
- May 23 – radius shelving is installed (Children’s spiral)
- May 30th - Certificate of Occupancy, (key hand-over) Punch List begins
- June 1 - MJ Industries begins metal shelving installation. Begin in lower level or both floors simultaneously
- Saturday, June 4th - Children's Books are shelved
- Saturday, June 11th - Adult Books are shelved (Week of)
- June 15 - Browsing Shelving Arrives
- June 20 - Canopy Tops and End Panels Installed
- June 25 - Furniture Delivered and Installed
- One week before Soft Opening, all trailer books (except new books and DVDs) move to new Library
- Two days before Soft Opening, Trailers close
- Two days before Soft Opening, Phones, Internet switch
- Two days before Soft Opening, New Books/Computers move and set up
- ??? Soft Opening
- July 18 – Browsing Canopy Tops and End Panels Arrive
- Saturday, July 30 - Grand Opening Celebration (Week of)

- End of August - Circ desks, browsing section arrives

Deb suggested July 30 for the Grand Opening. We will use the two oak tables for circ desks for a month or so. Mary will call Cape Abilities about picking up two oak tables and one drop leaf table for refinishing. Deb will contact the PenPals to see about helping with the move and other heavy jobs. Staff would like the community involved in the move. Karen suggested hiring a Flex bus, every adult would take an armful of books and symbolically move the library to the new building.

Budget Sheet: We were to have custom millwork for the browsing shelving, but it was \$30,000 more than the metal shelving we are now receiving. The custom shelving was as much as all shelving total. Circ desktop is being paid for by ELBFI, also the meeting room table. Most all of the costs are covered on the budget sheet, still some things are unknown or yet to be determined. Dave was concerned about the square footage listed on the top of the latest LEED report and how/if it impacts our points. The Friends have paid \$11,500 towards the VIS room furnishings.

Furniture for the outside of the building was next on the agenda. There are donors who wish to contribute for the outdoor items. Porch will have three 6' Wimbledon benches with backs, arms; Reading garden five Winchester side chairs, one bench with back, arms (Joelle's advisement), three tables with appropriate height for eating, playing games, etc. On the children's patio, two benches w/o backs and one with back and arms. For the staff patio, stay with the teak but ask for their input. And maybe they would like the Harold Goematt bench.

Deb stated that she feels we are on track with money. There has been some overage on the shelving and circ desks. Deb will ask Neil if the town can store two bike racks, each accommodating six bikes. If so, she would like to buy them now. Deb asked the group to hold making a decision on the playhouse. The Recreation department has it currently and could possibly keep it for a while. Deb will make a list of Community Preservation funds and expenses. She will present this to Sheila and the town accountant. The flagpole, which is still on site, will be disposed of by the construction company. Signage companies are being investigated for production, prices, state contracts, etc. The proposal is to place children's signage directly on the glass of the doors, also on the meeting room. Code compliant signs will be placed outside of all restrooms. A mobile window seat for the children's area is still being decided. Carpet tiles were delivered instead of the carpeting that was approved, due to the fact that it was discontinued. Matt recommended staying with tiles as they are much more flexible. We may be due a credit if it is less expensive.

The meeting was adjourned at 11:18 a.m. The next meeting is May 14, 2016 at 9 a.m. at the town hall

Respectfully submitted, Sharon Krause (for Norma Marcellino)