

EASTHAM PUBLIC LIBRARY

TRUSTEES MEETING, May 14, 2016

1. **CALL TO ORDER:** The meeting was called to order at 9:04 in the Community Room of the Eastham Police Department.
2. **PRESENT:** Members: Dave Payor, Norma Marcellino, Mary Shaw, Sharon Krause, Debra DeJonker-Berry
Guests: Mimi Ace, Al Alfano, Debbie Abbott, Kaye Richardson
3. **MINUTES:** The minutes of April 23, 2016 were approved.
4. **FINANCIAL REPORTS:** The Financial pages were gone through. There is \$2500 in the budget through the end of June for a temporary person. This will be used to support a double schedule for the staff as the move happens. The money from the Winifred Franklin Fund, designated by the Trustees to be used in the Children's Room, has not been moved to the Bohlen Fund. Deb said she will be able to pay for the purchases directly from the Franklin Fund. Memorial gifts within the Trustee Interest Account will be spent on the items requested. Money in memoriam for Roz Kaplan has come in. Mary does not think the Library Building Account includes the 4th MBLC payment. Deb will check it out. Money for plan B has not yet been moved from the Trustee Interest Account.
5. **DIRECTOR'S REPORT:** The focus is on finalizing the purchase orders for furniture, IT and a plan for the move. The Staff will meet every other Saturday and there will be two staff schedules as the move into the new library begins. The One Book One Town brochure has been finalized and printed at the Library. The Library will be closed on Tuesday May 17th for town elections. The Staff will attend the Massachusetts Library Association Conference in Hyannis next week.
6. **OLD BUSINESS:**
FF&E: By the end of next week the big ticket items such as furniture, computers, speakers and video components will be ordered. Ed, the Town's IT expert has come up with a plan for placement of wireless access points throughout the library. There will be 14 spots upstairs and 4 downstairs. The outside spots have been determined as well.

Landscaping/Exterior Furniture: Planters have been suggested for the porch area. It was agreed to wait until the building is open to decide if they will work. Deb suggested that she and Connie LeClair who is assisting with landscaping choices call the nursery from which the trees must be purchased. This will be to discuss options.

Signage: Many kinds of signage were discussed. Mimi presented the signage that will go on individual items and spaces to recognize the donors. These will be purchased from Recognition Art. The wording for this signage was discussed with some changes made. A plaque will be in the VIS Room for the Friends purchase of the furniture. Mimi shared the plaque that will be in the VIS Room describing the Room's history and honor to the Sparrow Family. Mimi also discussed what the large donor plaque would look like. ELBFI will fund the purchasing of the plaques that have come from donations to the Building campaign. Deb shared possible information for the Town plaque. A color and style were chosen for directional signage within the building. The material and style of the large letters showing the name of the Library were discussed. The material should be resistant to salt air, etc. Deb has lowered the Town portion of the signage budget to \$30,000.

Plan B: Dan has stated that the cost of implementing Plan B will be under \$100,000. The cost of leasing a water truck is being researched.

Draft Timeline/Script/Volunteers: The books will come out of storage to the new library next Wednesday, May 18th. Dan assures everyone that the space for them will be cleared and ready. A script has been written about the uncertainty of when the library will open and volunteers are being requested to help with the move.

Bicycle Racks: the Town may get 3 new bicycle racks and the Library may receive one of them.

Capital Flag: A flag from the state capital has been offered. The Library will accept it and probably place it in the Meeting Room.

Café Space: The space that was to be for public coffee, etc. does not seem big enough at this point. This will be worked on when the Library opens.

May P3 Newsletter: Deb will call a worksession for anyone interested in writing the next P3 newsletter.

Follow Up on Bylaw discussion (vice chair): This was tabled until the June 11th meeting.

Goemaat Bench: A place needs to be found for the bench honoring the late Harold Goemaat. It is presently at the Historical Society.

Clearing wooded Area by the Pond: It was agreed to have the Conservation Commission assess the situation in August to determine what (vegetation/dead trees, etc.) can be removed from the area close to the pond.

Book Truck Painting: Mary was asked to see if Cape Abilities could repaint 4 book trucks.

Correspondence follow up with Rob McQueeney: Rob will be sent the information that will be on the plaque in the VIS Room honoring the Sparrow family.

7. NEW BUSINESS: The Trustees will again fund purchasing a book for each Eastham Elementary School student graduating from 5th grade.
8. ELBFI: Al presented an updated Combined Building Fund statement. As of May 5th they have raised \$707,201 in donations/deposits and pledges paid. The Trustees voted to approve a named gift: \$20,000-Anonymous-Exhibits/Display/Art Gallery Corridor "In Honor of the Eastham Painters Guild."
9. FRIENDS: The Friends Annual Meeting will be on Wednesday, June 8th at 4:00 p.m. at Town Hall. Joelle Szerdi will speak on the new library with a power point presentation and a virtual tour of the building.
10. STAFF AND VOLUNTEERS: No additional information.
11. PUBLIC COMMENTS: None
12. NEXT MEETING: The CPC will meet on Monday, May 16th at 8:00 a.m. at the Town Hall. The next regular Trustee meeting will be Saturday June 11, 2016 at 9:00 a.m. at Town Hall.
13. ADJOURN: The meeting was adjourned at 11:23 a.m.

Respectfully submitted,

Norma Marcellino

