

EASTHAM PUBLIC LIBRARY

TRUSTEES MEETING, September 6, 2016

1. **CALL TO ORDER:** The meeting was called to order at 9:03 a.m. at the Eastham Police Station.
2. **PRESENT :**Members: Dave Payor, Norma Marcellino, Mary Shaw, Sharon Krause, Debra DeJonker-Berry
Guests: Debbie Abbott, Al Alfano, Nancy Eisenbarth
3. **MINUTES:** The minutes of the August 27th meeting were approved.
4. **FINANCIAL REPORTS:** The financial reports were looked at page by page. Deb has changed all the starting balances to agree with the town Treasurer's figures. Mary offered to work with Deb to double check the figures. The legal fees have increased due to activity with the Town Counsel and the moving expenses have increased as well. All of the Library materials are out of the Schoolhouse Museum.
5. **DIRECTOR'S REPORT:** The One Book One Town program is in full swing, This summer the children read a total of 2110 hours and 178 children were registered. The Mass Memories Road Show is being planned for May. It is hoped that a community-wide preservation assessment grant for this program will be applied for by November 18th. Deb, Al Alfano, Aimee Eckman and the Library Staff will be working with Mike Newton on his Eagle Scout project. Mike will collect data and set up wording for many signs in the Library. The MBLC Financial and Annual Report is in the mail. The Library will be closed on Thursday September 8th for the primary elections.
6. **OLD BUSINESS:**
Septic Update: The paperwork for the change order to do the septic upgrade is in the works. Along with that will come the "warranty" letter requested by the Board of Health. It should take about two weeks to get the tank and four days to install it. The installation includes the work tearing up and redoing the parking lot. This will probably cost between \$55,000 and \$60,000. Dan was asked if the work would include the reworking of the turnaround radius and that has not yet been determined.

Punch list: Tim Pineau from Nauset Construction will be on site for 2-3 weeks to supervise the schedule for completing the punch list.

Circulation Desks: The shop drawings are underway. It is still planned that they will be completed in October.

Landscaping: Ponderosa Landscaping is working on a plan for the back area. The grasses chosen in the original plan are a concern but they will probably be planted as originally designed. This plan will hopefully go to the neighbors before it goes to the Conservation Commission. The cost of the plan is \$1800.

Policies: The four policies discussed at the last meeting were looked at again. There will be changes to the Youth Services/Behavior Policy and to the Rules of Behavior Policy. Three additional policies: Internet Access and Safety Policy, Library Patron's Privacy and Confidentiality of Library Records Policy and the Library Statement on Filtering were reviewed with changes proposed.

7. NEW BUSINESS: Dan Pallotta stated that there is not enough money left in the budget to pay for the septic system upgrade. He requested that the money initially come from the \$283,000 in the budget that is to be reimbursed to the Trustees. A motion was made and passed: **MOTION:** **The Trustees agree to fund the septic system alteration using money from the \$283,000 previously lent to the project.** This is being done with the express hope that the funds used will be returned to the Trustees when the cost of this upgrade/alteration is returned to the town.

Joelle Szerdi has been contacted by Snow's since they would like to deliver the benches and furniture. It was agreed to order the benches in honor of Harold Goemaat and Joan Normandy from Snow's to match the other benches, etc.

8. ELBFI: No report.
9. FRIENDS: The Friends will have a booth at Windmill Weekend. The Long Range Planning Committee will be meeting soon. The Merchandise Committee is working on items to be sold at the Turnip Festival.
10. STAFF AND VOLUNTEERS: No report.
11. PUBLIC COMMENTS: No additional comments were made.
12. NEXT MEETING: The CPC will meet at 8:00 a.m. on September 19th. The Trustees will meet at 9:00 a.m. on September 19th.

13. ADJOURN: The meeting was adjourned at 11:10 a.m.

Respectfully submitted,

Norma Marcellino