

## EASTHAM PUBLIC MEETING

### TRUSTEES MEETING October 22, 2016

1. CALL TO ORDER: The meeting was called to order at 9:00 a.m.
2. PRESENT: Dave Payor, Mary Shaw, Sharon Krause, Debra DeJonker-Berry.  
Guests: Elizabeth Gawron, Aimee Eckman, Al Alfano
3. MINUTES: The minutes of the October 1, 2016 meeting were approved.  
Before the regular meeting started, Dave stated that he wanted the Trustees to meet with Charles Wentz from Ponderosa within the upcoming week., to hear the proposal for cleaning the slope and surrounding area. Dave was instructed by Deb to open an envelope from Sheila stating that the library septic system should be complete by Tuesday, October 25<sup>th</sup>. Municipal water installations should be completed by Friday, October 28<sup>th</sup>. Sheila will ask Chief Farrenkopf to have the above ground water tank removed as soon as practical. Building and plumbing inspections will be conducted by the end of the month. The library staff should be allowed to occupy the building on November 1<sup>st</sup>. She will ask the DPW staff to assist with the move.
4. FINANCIAL REPORTS: There was no report at the meeting, as Deb will be working on getting operating budget, ELBFI expenses, etc. together for the next meeting. Mary questioned issues concerning Trustee monies regarding the fence, Plan B, Diamond shelving, benches, Charles Wentz, \$5200 for water valves, the turn radius restructuring.
5. DIRECTOR'S REPORT: The library will be closed November 8<sup>th</sup> for the election. Three most important needs for opening in the new building: phones, CLAMS connectivity, and computers. There is no news on circulation desks. Work is beginning on updating the children's and young adult website. Deb has been working with Helen Addison to plan when the currently postponed "Found Our Park " art display can take place. It will be turned into a mentoring opportunity with the art committee, to help Helen set up the display when it is rescheduled. Amnesty will be held during the months of November and December. A food donation is suggested for overdue fees to be erased. The library will close at 1 p.m. for the Turnip Festival on November 19<sup>th</sup>. The Eagle Scout Project with Mike Noonan, will start producing printed signs for the new building. The permanent signage is 95% installed. Sign-O-Rama will be coming to replace temporary co-compliance signs with permanent acrylics. Deb has acquired a Calibri book covering system/machine from Marstons Mills library for free. Weeding will take place upon settling in the new building. Al Alfano has done a floor plan for patrons to be placed in the elevator, later to be made into a brochure.
6. OLD BUSINESS: Grand Opening discussions began. Dave expressed the desire for a Grand Opening soonest than that date. January 14<sup>th</sup> was discussed as a possible date and the second choice is the 21<sup>st</sup>.

7. NEW BUSINESS: Deb told the group that she would like to have Legislative Breakfast in the new building in February. She has posted a virtual tour of the new building on the website. She suggested the flyer-type letter welcoming old and new patrons made up by Fran and Marianne should go home with every school child. Draft adult new patron letters have been drawn up for critiquing. They will be sent out after the new building has been occupied. Monday, November 14<sup>th</sup> is the first meeting of the Mass Memories Road Show planning team. Deb reported on a discussion with Kenmark about 3 Lexmark machines for collecting monies for copying. A large color copier and black and white printer will be on coin boxes. The library will purchase one machine for the children's room and the other two are fully supplied/serviced by Kenmark, who will provide the privacy software.
8. FRIENDS: The Friends of the Library have taken in just over \$20,000 and welcomed 267 new members since the membership/appeal letter went out.
9. ELBFI: A Public Service Ad appeared in the Cape Cod Times on Wednesday, October 19<sup>th</sup>.
10. STAFF AND VOLUNTEERS: No report
11. PUBLIC COMMENTS: No comments .
12. NEXT MEETING: The CPC will meet on Monday, October 31<sup>st</sup> at 8:00 a.m. at Town Hall. The Trustees will meet on Saturday, November 12, 2016 at 9 a.m. at the new library.
13. ADJOURNMENT: The meeting was adjourned at 10:10 a.m.

Respectfully Submitted,

Sharon Krause (for Norma Marcellino, Secretary)