



The Board of Trustees of the Eastham Public Library

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Ignatius (Al) Alfano–2023
Chair
Joanna Stevens 2025
Vice Chair
Willow Shire–2024
Secretary
Mary Shaw–2023
Ian Hamilton–2025
Bailey Nobili –2023
Student Ambassador

MINUTES OF THE BOARD OF TRUSTEES OF THE EASTHAM PUBLIC LIBRARY

January 10th, 2023 at 5:00 p.m.

Location: Eastham Public Library - Gregory S. Turner Meeting Room

THIS IS A REOCCURRING, IN-PERSON MEETING.

This meeting will be held in-person at the Eastham Public Library. Members of the public are welcome to attend this in-person meeting. Please note that, while an option for remote attendance and/or participation is being provided as a courtesy to the public, the meeting will not be suspended or terminated if technological problems interrupt the virtual broadcast, unless otherwise required by law. Members of the public with particular interest in any specific item on this agenda should make plans for in-person vs. virtual attendance accordingly.

To Join Zoom Meeting

<https://us02web.zoom.us/j/86373888510?pwd=dk9oQStUYkJKNUczZTRXcDdPek1VZz09>

Meeting ID: 863 7388 8510

Passcode: 257831.

To call in, dial 1-646-558-8656, then the meeting ID 862 7913 6973

This meeting will also be broadcast on Local Access Channel 18

Present: Trustees: Al Alfano, Ian Hamilton, Mary Shaw, Willow Shire, Joanna Stevens

Library Director: Melanie McKenzie

Guests: Video Services Coordinator: Devon Baker

Friends President: Debbie Abbott,

Selectboard Representative: Aimee Eckman

Town Accountant: Teena Tilton

Absent: Student Ambassador: Bailey Nobili

- 1. Call to Order:** The meeting was called to order by our Chair, Al Alfano, at 5:00 p.m.
- 2. Minutes:** December 13th, 2022
A Motion (M. Mary, S. Joanna) was made to accept the minutes of December 13th, 2022.
Approved, 5-0.
- 3. Financial Report:** (Quarterly Review: November, February, May, August)
 - a. FY23 Account Balances were reviewed. Mary noted that we are halfway through the year and we must pay attention to balances. She asked if there were unfunded plans for staff conferences through the end of this fiscal year and the director stated that funds for staff development are sufficient.

b. Presentation from Town Accountant. Ms. Tilton stated that we have come a long way with MUNIS. She reviewed our accounts, fund balances and bank statements with the Trustees. Mary requested that she receive the bank statements monthly. A future meeting with Rich will cover questions around a movement of \$65,000 during the audit of the Library Trustees account.

c. FY23 Materials Budget Melanie continues to look for ways to track individual categories of materials.

d. FY23 Fund Commitments. Trustees updated the Useful vote to reflect that it is an ELBFI expense.

A MOTION: (M. Al , S. Mary) The Trustees will pay the Useful invoice from the Trustee Interest Account, as an ELBFI expense, in the total amount \$5,086 which takes us through FY'24. Approved, 5-0

e. CD Renewal January 18, 2023

A MOTION: (M. Al, S. Ian) Upon the maturity of the current CD on January 18th, to move \$10,000 from the expiring CD into the checking account and to invest the remainder in a new 6 month CD. Approved, 5-0

f. FY24 Draft Budget & Capital Plan. The need for a new book drop will continue to be on the capital plan though we are waiting for new technology. We will make sure that lockers are no longer in our capital plan.

g. Memorial Gifts. We received and acknowledged a generous donation from the estate of Ms. Shirley Crowley.

4. Director's Report

a. New Hires: The Eastham Library welcomes Thomas Schultze, Mara Plato, and Jessica Gillis to the team. They have all had the opportunity to meet the other staff and have begun their training.

b. Expanded Hours Proposal: The Eastham Library will open on Mondays from 12pm-4pm starting May 1, 2023. In October 2023 the Library Trustees and Library Director will discuss and evaluate the newly expanded hours. The door counter will help track usage.

c. Programming Updates: Eastham Library is partnering with over 60 other libraries in Massachusetts to offer a virtual networking series for job seekers aged 50+. This virtual series is being offered January through June in two timeslots. The first and third Wednesdays of the month will have morning sessions from 9:30-11:30am and the second and fourth Wednesdays will have sessions 6-8pm. Patrons can sign up for a single session, come to a few, or attend them all. Registration information is available on the library website.

- d. We will host the Repurposed Book Art Contest & Exhibit in February. The Contest is open to artists of all ages and submissions are due to the library by January 31. In addition to collaborating with the local schools, Sian Robertson, an altered book artist living in Provincetown, will lead a workshop on Saturday, February 11th. Marianne Sinopoli has been coordinating with the art teachers and delivering withdrawn books to the schools for their use in their creations. We hope to see this become an annual event.
- e. Emergency Preparedness Workshop for the public will be held on February 17, 2023 at 1pm the library. Emergency Preparedness Specialist, Chip Reilly, from the Barnstable County Department of Health & Environment will present. This is intended to help residents with their personal emergency preparedness.
- f. The 2023 Winter Music Series is being coordinated by Karen MacDonald. we will have four performances this year. Paul Bisaccia will perform on Saturday, January 21 and the second performance will be with Thomas Leidenfrost on Saturday, February 4. Karen is using our outdoor bulletin board to advertise the series and has created book marks to hand out to patrons.
- g. Prep for ILS Migration in February: CLAMS staff have been working hard to prepare for our upcoming migration to a new Integrated Library System (ILS). The ILS is the software that libraries use to manage their collections, patron records, and circulation. Eastham Library staff will be attending trainings at the end of January and will use the Mondays in April as additional training dates.
- h. New Art Exhibit: Library staff received wonderful feedback about Mark Chester's photography exhibit from the last two months. We are now featuring two new photography exhibits by Francesca Martin and James Carbone. We will be hosting an artist reception for this new exhibit at 2pm on Saturday, January 21 after our first Winter Music performance.
- i. Generator Assessment: South Shore Generator sent out a representative to do a generator assessment on Wednesday 12/28/22. The South Shore sales rep said that the best plan to increase our capacity would be to procure a new generator, as opposed to a secondary generator. There will be a great amount of electrical work needed for this project regardless, but the need would increase if we were to add an additional generator instead of swapping out the one we have for one with increased capacity. Theoretically, our current generator could be reused for another building. Additional information about our electrical usage is needed in order to give us an accurate quote. However, it is highly likely that this project would cost hundreds of thousands of dollars. The sales rep estimated that the cost of the electrical work alone could be \$100,000 - \$150,000. Mary requested that we get two quotes before we take further steps.

Aimee Eckman reiterated that the library is not equipped to provide emergency shelter but, rather, will act as a 'warming shelter' at times when no emergency has been declared but

when power may not be available in the community. This has occurred 4 to 5 times in the history of the new building.

- j. Volunteer Release Form: Melanie has reopened conversation with the Town Administration regarding the Volunteer Release Form and is awaiting follow up.

5. Building Review

- a. New condensate pump for HVAC has been installed.
- b. DPW is coordinating window washing and has asked the Trustees to split the cost with the town.
- c. We have asked to expedite the repair of the fence in the parking lot.

6. Old Business

Program Policy Discussion

A MOTION: (M. Joanna, S.Ian) To approve the Programing Policy as edited. Approved 5-0.

7. New Business

- a. Policy Review. All Trustees are requested to review the Internet Usage & Safety Policy and the Youth Services Internet Usage & Safety Policy and send suggested edits to Joanna before the next Trustees' meeting.

A MOTION: To approve the Piano Usage Policy as presented. (M. Joanna, S. Mary) Approved 5-0

A MOTION: To approve the Public Printer Policy as presented. (M. Joanna, S. Ian) Approved 5-0

- b. Trustee Goal Review. We reviewed our goals and extended those goals where appropriate. Al will update the goals and distribute the update to all Trustees.

- c. We reviewed the time for our monthly meeting and agreed to keep them at this time but will review in 6 months.

- d. Trustee Board Report Card results will be compiled by Al for review at the February meeting.

8. NRHS Student Ambassador, Bailey Nobili was unable to be present.

9. Friends of the Library Update

- a. The Friends gathered to pack up the holiday decorations on January 5th. No official meeting was held due to scheduling needs of the high school guest.

- b. Our generous supporters contributed \$2,000 at the end-of-year. Several were from those who previously contributed at the membership renewal in June.

- c. Friends-funded programming planned by Karen, Corey and Marianne is exciting.
- d. The next meeting of the Friends is February 2nd.

10. Public Comment. Joanna read a note from a member of the public praising Melanie's efforts with coordination the technology for a public meeting.

11. Next meeting: Tuesday, February 14th, 2023 at 5 PM

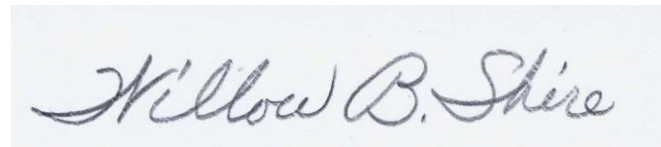
Trustees Agenda Planning Meeting will occur at 11am on Monday, February 6, 2023.

Note: Ian Hamilton will serve as Secretary in February due to Willow's planned absence.

12. Adjournment:

A Motion (M. Ian, S. Mary) was made to adjourn at 6:35 p.m. Approved, 5-0.

Respectfully submitted,

A rectangular box containing a handwritten signature in cursive script that reads "Willow B. Shire".

Willow Shire, Trustee

Trustee Liaisons: Building - Mary Shaw; Finance - Al Alfano; Landscaping & Art - Willow Shire;
Policy - Joanna ; Programming & Friends of the Library - Ian