



The Board of Trustees of the Eastham Public Library

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Joanna Stevens 2025
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MINUTES OF THE BOARD OF TRUSTEES OF THE EASTHAM PUBLIC LIBRARY

July 11th, 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. Members of the public with particular interest in any specific item on this agenda should make plans for in-person.

Present: Trustees: Al Alfano, Ian Hamilton, Mary Shaw, Willow Shire, Joanna Stevens
Library Director: Melanie McKenzie
Friends President: Debbie Abbott
Member of the Public: Sara Higgins
Guest: John Roughley, DPW Director

1. Call to Order: The meeting was called to order by our Chair, Joanna Stevens, at 5:00 p.m.

2. Minutes: June 13th, 2023

A **MOTION** (M.Al, S.Mary) was made to accept the minutes of June 13th, 2023.

Approved, 4- 0.

3. Friends of the Library Update

- a. The Annual book sale on June 24 & 25 was very successful, clearing about \$1,000 more than last year. Visitors went home happy with bags full of books, CDs and DVDs. In addition, \$700 in merchandise was sold for a grand total of approximately \$3,500.
- b. Annual Membership Drive, held in June, net over \$16,000.
- c. Annual Meeting June 17th was moved from the Reading Garden to the Turner Room due to weather. About 50 people attended, including seven members of Al Sette's family, who were there because he had been named as this year's addition to the Library Wall of Honor. Al was a valued and beloved volunteer and active board member for the Friends of the Library for many years.
- d. FY23 budget performance numbers show that Melanie and staff were right on target. In the Adult Services lines, they spent \$30,769, \$331 under budget. In the Children's Services lines, \$8,788 was expended, \$212 under budget.
- e. The next regular meeting is scheduled for August 3rd, 2023

4. Department Head Visit: John Roughley, DPW Director

John joined the Trustees in a walk through the parking lot. Our primary concerns regard safety. We discussed directional signs, exit sight lines, loading zone signage and moving the curbing for better maneuverability. Melanie will follow up with John.

4. Financial Report

a. Review balances for FY23

We have not quite closed FY23 but are in the process of doing so.

A MOTION: (M.AI, S.Ian) That the Crowley Donation be moved from the Bohlen Fund to the Trustee interest checking account. Approved, 5-0

b. FY24 Account Balances & Materials Budget

Melanie noted that the total spent on each line item will be accurately recorded in the ARIS report. Useful renewal charges will be shown in next month's reports.

c. FY24 Fund Commitments

The ELBFI expenses have been clarified.

d. FY24 Budget & Capital Plan

There are no changes

e. Memorial Gifts: There were no Memorial gifts

f. CD Renewal will occur on July 17

5. Director's Report

a. Attendance at the library. Over 260 new cards have been given out and 6,749 people were in our building last month. Of interest is the door count. For FY 23 (first full year following Covid closures) we had 36,184 visits and in FY'23 we had 56,044, a 55% increase year over year.

b. Floater/Monitors are all on board and have hit the ground running. They been a huge help with circulation and programming.

c. Early summer programs.

i. Trevor the Juggler came to perform on Tuesday, June 27 and we had nearly 120 attendees.

ii. The first Firebirds Story Time had folks lining up at the front door in anticipation.

iii. Messy Art programs, held on Thursday afternoons, has Jessica, one of our Floater/Monitors, helping.

iv. The author talk program with Kristan Higgins, coordinated by Judy Sebastian, was a success and had a fantastic turn out.

v. Outer Cape Chorale performed on the evening of June 20 to a full house. The Friends of the

Library sponsored the honorarium for this wonderful community concert.

- vi. Mary Wilson's Puppet Playgroup, sponsored by Cape Cod Children's Place, took place on Mondays in June.
- vii. On Mondays in the fall, we will be hosting an afternoon program for children also sponsored by Cape Cod Children's Place.
- d. Sara Pennypacker, children's book author, visited the library and the Trustees gave copies of her book *Pax* to the graduating 5th grade class at Eastham Elementary School this year. Sara generously offered to donate her author fee back to the library, and we are so grateful for her support of libraries.
- e. All-Day Super Smash Bros. Tournament will take place this Saturday, July 17th. Patrons of all ages can come and play Super Smash Brothers on our Switch Gaming System. Lower Cape TV covered the event. Corey has been working especially hard to attract the 'hard to attract' age groups (late teens through 20's).
- f. Trivia Night will return on Tuesday, July 25th. Patrons of all ages are welcome to attending in groups or individually.
- g. Acoustic Summer Concert will be held on the afternoon of July 22nd
- h. Attracting local birds to your backyard with Stephanie Ellis. The local bird expert and director of Wild Care in Eastham will speak on July 29th.
- i. COA Needs Assessment Results will be reviewed on Thursday, July 13th in two sessions. Folks from our community and from off Cape will be in attendance to listen to the results and feedback.
- j. Next Community Blood Drive with Cape Cod Healthcare is on Friday, July 14th with free Tshirts.

6. Building Review

Window washing and Gutter cleaning. Melanie has an estimate of \$2,500 to include interior and exterior window washing as well as gutter cleaning. Melanie will ask the DPW to split this cost with us for 2024. The Trustees will pay our half from Trustee Funds. If the DPW is unable to cover the other half, we recommend that we look to State aid or another source of funding. In FY 2025 we will increase our building maintenance line item to include this expense.

7. Old Business

- a. Library Brochures are available and being distributed. Joanna will provide the Information Booth with copies.
- b. Organizational ALA Membership was clarified and it does not include discount for conferences. Melanie recommends that we use free resources at this time and focus on a particular conference if the staff is interested.
- c. CPR training as an in-service day for the library staff is recommended by the Trustees. It should include use of the defibrillator.

8. New Business

- a. Trustees' Goals. These are included in the Trustee package for reference. Trustees are asked to review these goals and recommend any specific actions or edits to the Chair by July 18th.
- b. Bylaws were distributed for review.

9. NRHS Student Ambassador

The signed citation thanking Bailey for her service to the Board of Trustees will be mailed to her. A person was recommended by several people and Ian Hamilton will contact this person to see if they are interested in becoming the Student Ambassador.

10. Public Comment: There was no public comment

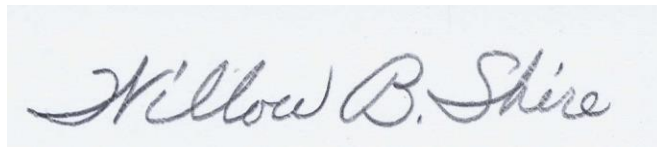
11. Next meeting: Tuesday, August 8, 2023 at 5 PM

*Trustees Agenda Planning Meeting will occur at 9am on Wednesday, August 2, 2023. *

12. Adjournment:

A **Motion** (M.Ian, S.Mary) was made to adjourn at 6:48 p.m. Approved, 5 -0.

Respectfully submitted,



Willow Shire, Trustee

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