



The Board of Trustees of the Eastham Public Library
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Joanna Stevens 2025
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Ignatius (Al) Alfano–2026
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Willow Shire–2024
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Mary Shaw–2026
Ian Hamilton–2025
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Student Ambassador

MINUTES OF THE BOARD OF TRUSTEES OF THE EASTHAM PUBLIC LIBRARY

August 8th, 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, Mary Shaw, Willow Shire, Joanna Stevens
Library Director: Melanie McKenzie

Absent: Trustee: Ian Hamilton
Friends President: Debbie Abbott

1. **Call to Order:** The meeting was called to order by our Chair, Joanna Stevens, at 5:00 p.m.
2. **Minutes:** July 11th, 2023
A Motion (M. Al, S. Mary) was made to accept the minutes of July 11th, 2023.
Approved, 4- 0.
3. **Financial Report:**
 - a. FY23 Library Operating Budget (fiscal year closed as of 6/30/23). Melanie shared the year-end results. The total Financial Report to the State will show consolidation of Expense Accounts. Melanie was requested to provide the total cost for FY23 Part Time Salaries.
 - b. FY23 Memorial Account Balances
Reports accepted as presented.

c. FY24 Library Operating Budget

We paid half of our CLAMS fees for the year as well as payments for the website and the ebook fund. Melanie is aware that the costs for software increase every year and is planning accordingly.

d. FY24 Library Materials Budget

Report accepted as presented. The Final Report for FY23 was requested and Melanie will provide it at our next Meeting.

e. FY24 Memorial Account Balances. Starting balances are all up to date.

f. FY24 Trustee Fund Commitments.

i. Temporary Supplementary Staff will require \$36,254.25 at an estimated hourly rate of \$18.45/hour. \$21,000 has been budgeted in the Town Budget therefore an additional \$15,254.25 is needed. Of that \$12,702.00 has been committed requiring a minimum of \$2,552.25 more in order to remain open from September 11th 2023 until March 25th 2024.

Al asked to see foot traffic numbers for Mondays as well as the total week and compare these numbers with our week previous numbers to determine if we are serving more patrons during the week by opening on Mondays. Melanie will track usage and determine the most important times to be open.

A MOTION: (M.Al, S.Mary) was made to expend \$20,503.00 from the Trustees Interest Checking Account for Professional Development, Piano Tuning, Window and Gutter Cleaning and Supplemental Staff for FY24. Approved 4-0

ii. New lighting in the Red corridor and the periphery of the Turner Room is requested to help with the art exhibits. We will look for three quotes for professional gallery lighting.

g. Memorial Gifts. There were no Memorial gifts.

4. **Director's Report**

a. There was a break-in at approximately 4:30pm on Sunday, August 6th at the Library via the Reading Garden entrance. At approximately 4:40pm, the EPD responded to a 911 call about someone hearing "glass shattering" at the Library. Upon arrival, it was determined that force was used to crack the glass on the Reading Garden door and then the door was opened by force to gain entry to the Library. Nothing of significance was taken from the Library. The door, while damaged, remains intact. The person involved has confessed and is cooperating with the police. Melanie has been working with the police and it has been determined that no additional security is necessary at the Library. A claim has been filed with the Town's insurance. Insurance will cover the cost of the damage. Melanie is working with Cape Associates to assess and complete the needed repairs. Please direct all questions regarding the incident and repair work to Melanie. The Reading Garden will remain accessible during this time, but patrons will need to access it from around the building.

b. The ARIS Report is due Friday, August 18. Melanie will have it ready to be signed by the Board Chair for submission by the end of this week.

- c. New staff have been an incredible addition to our team. They have helped staff with programming and additional desk coverage. They have taken to the new library system quickly and have merged swiftly into our team.
- d. Staff are gearing up to open on Mondays after Labor Day. The library will be open for 4 hours on Mondays, from 12-4pm. These new hours will run for a trial period from September 11 through March 25. When preparing the FY25 budget, Melanie will investigate whether the town is able to help fund these extended hours in the next fiscal year. Melanie is also working on a staffing plan to help ensure that these additional open hours are sustainable in the longer term.
- e. New signage on the doorways will complete by Signorama before we open on Mondays with the exception of the door to the Reading Garden which is under repair.
- f. Melanie has recently expanded her role with the CLAMS network. She recently accepted a nomination to the CLAMS Board of Directors as a Member-at-Large and Liaison to the Bibliographic Implementation Services Group. Melanie has also agreed to be on the OverDrive Working Group to help evaluate network spending on shared digital resources.
- g. The Summer Reading Program ends this week, and the End of Summer Reading Party is this Saturday. Thank you to the Friends of the Library for sponsoring such a fantastic host of family programs this summer!
- h. Upcoming programs:
 - i. Generative Writing Group every week on Saturday
 - ii. Short Story Group is back on Wednesdays starting 9/20
 - iii. Adult Book Group is back on the 3rd Thursday of each month starting 9/21 o Sci-Fi/Fantasy/Horror Book Group on the first Tuesday of the month
 - iv. Master Gardener Drop-in hours in the lobby on Wednesday mornings starting on 8/9
 - v. Next Open Mic is on 9/12 at 6pm
 - vi. Climate Prep Talk: Coastal Resilience with Cape Cod Cooperative Extension & Woods Hole Sea Grant 9/26 at 6pm
 - vii. Central Climate Prep Program - Imagine 2200: Climate Fiction for Future Ancestors talk with Tory Stephens (over Zoom) @ 6:30 on the 9/27
 - viii. Robert Peters, a Wampanoag artist, is giving a talk on 9/19 as one in a series of MASS Humanities and MA Cultural Council funded events hosted by Nauset Interfaith Association's MLK Action Team titled: Building Relationship, Building Equity; Acknowledging Continuing Wampanoag Presence on Cape Cod.
 - ix. The Eastham Library will be hosting the MBLC's Board Meeting, on Thursday, 10/5, followed by an in-person Library Trustees Orientation for library trustees. Melanie encourages all trustees to attend if they are able.

5. Building Review.

- a. Window washing and gutter cleaning service will occur this week. The DPW will split this cost with us for 2024. The Trustees will pay our half from Trustee Funds. In FY 2025 we will increase our building maintenance line item to include the total expense.
- b. There is new damage to the fence and we are awaiting the DPW response to our parking lot concerns.

6. Old Business

There was no old business.

7. New Business

- a. Trust Fund Approval Vote for Library Director

A MOTION (M. Mary, S. Al) to expend funds from the Memorial Account as needed and according to their original intent. Approved 4-0

- b. Review changes to Goals. The Trustees reviewed and updated their goals. Al will make the edits and circulate the document to the Trustees.

A MOTION: (M. Al, S. Mary) to amend the Trustee goals as discussed on August 8th 2023. Approved 4-0

- c. Draft Action Plan FY25 The Trustees reviewed their Action Plan.

- d. New Strategic Plan for FY26. Joanna will include a review of the existing Strategic Plan in a future Agenda Planning Session prior to presenting a draft new plan to the full Board.

8. Revisit regular meeting time. We agreed that we will retain our current meeting schedule of 5pm on the second Tuesday of each month.

9. NRHS Student Ambassador

Julien LaJoie, a senior at Nauset Regional High School, will be our Student Ambassador for the 2023/2024 school year.

10. Friends of the Library Update

- a. Two Seamen's Bank CDs have been renewed at a rate of 4.25% for 15 months.

- b. "Wampum: Stories from the Shells of Native America", a month-long exhibit, was installed in the Turner Room on July 31st and will remain in place for August. The \$7,839.87 cost has been underwritten by the Friends. This includes installation and breakdown, and a lecture by Paula Peters this Thursday at 6 p.m. Refreshments have been ordered.

- c. The display pillars made by a Nauset wood shop student were picked up and painted by Roger Dumas. They look great.

- d. The 20th Anniversary Turnip Cookbook has been proofed by Marianne and is back at Thompson's Printing. Recipes from the Taste of Turnip restaurants have been added along with new artwork from Freya. It's bigger and better. The price break has yet to be determined.
- e. The Friends and staff, led by Judy, Roger, and Karen are planning a Windmill Weekend Parade float to be created by the Friends and the Library staff. Shelly the Seahorse will be the centerpiece. Roger is doing the honors with his trailer and Kubota tractor. The parade is Sunday, September 10th and will kick off earlier, at 10 a.m.
- f. Our next regular meeting is September 7th, 2023.

11. Public Comment. There was no public comment.

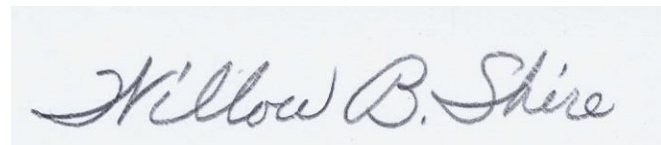
12. Next meeting: Tuesday, September 12th, 2023 at 5 PM

*Trustees Agenda Planning Meeting will occur at 9 am on Wednesday, September 6th, 2023. *

13. Adjournment:

A **Motion** (M.Mary, S.Al) was made to adjourn at 6:53p.m. Approved, 4-0.

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