



## The Board of Trustees of the Eastham Public Library

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Ignatius (Al) Alfano–2023  
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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

February 14<sup>th</sup>, 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 (Remote), Ian Hamilton, Mary Shaw

Library Director: Melanie McKenzie

Student Ambassador: Bailey Nobili

Guests: None

Absent: Willow Shire, Joanna Stevens

- 1. Call to Order:** The meeting was called to order by our Chair, Al Alfano, at 5:00 p.m.
- 2. Minutes:** January 10<sup>th</sup>, 2022  
**A Motion** (M. Mary, S. Ian) was made to accept the minutes of January 10<sup>th</sup>, 2022, with a note that the CD is a 180-day CD instead of a 6-month CD. Approved, 3-0.
- 3. Financial Report:** (Quarterly Review: November, February, May, August)
  - a. FY23 Account Balances** were reviewed. Al noted that there was a discussion last month regarding the fact that some columns were nearly expended, and that that was an acceptable state of affairs.
  - b.** Mary found a discrepancy under the Trustee's checking account in the income/interest column. Melanie clarified by saying that the discrepancy was explained by a background spreadsheet, and

that the ending balance is accurate. Further conversation was had regarding refining the MUNIS system

i. Trustees Checking Account Audit: A letter was sent to Rich on February 5<sup>th</sup> in preparation of an upcoming meeting. Al explained the contents of the letter.

c. FY23 Materials Budget A conversation was had regarding the ordering of large-print books and patron interest in large-print books.

d. FY23 Fund Commitments. Melanie noted two clarifications on the Fund Commitments. A question was raised by Mary about splitting the cost of window-cleaning between the Trustees and the DPW.

d. FY24 Draft Budget & Capitol Plan: Melanie presented the draft budget to the finance committee on January 31<sup>st</sup> to give them a clear sense of the Library funding.

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

#### **4. Director's Report**

- a. Staff and Hours Update: Library staff are preparing to open the library on Mondays from 12-4pm starting in May. Monday staff will begin training for the new open day in April. Part of this preparation is training all staff on the new library system, which will go live on Monday, February 27. The CLAMS Network will also be migrating to a new public-facing online catalog, which will also go live on Monday, February 27. The new catalog is called Aspen, and will provide a dynamic search experience for patrons. While this new technology is undoubtedly a strategic move forward for CLAMS, it will certainly come with growing pains and challenges. Staff appreciate support from the Friends, Trustees, and the public as we make this transition. Please let staff know if you have questions about this process.
- b. Programming Update The Repurposed Book Art Exhibit will be displayed in the library for the month of February. The reception for this combined exhibition was last Thursday, February 9 and Altered Book Workshop for adults occurred this past Saturday, February 11 and was fully booked with 12 participants. On Friday, February 17 we are hosting an Emergency Preparedness Workshop for the public with Chip Reilly from Barnstable County Department of Health & Environment. Melanie is currently looking into power banks that could be circulated to the public for them to use during power outages, or when looking to use technology in a remote setting. We are hosting a Virtual Job Seekers Workshop series for job seekers aged 50+. This series takes place on Wednesdays, and there are both morning and evening sessions. On February 4, 11, and 18 we are hosting a Seahorse Sculpture creation workshop using found materials and household trash. The final product will be a long-term sculpture exhibit in the Young Adult Room. The next performance in our Winter Music Series will be Saturday, February 18 at 1pm. The

generative writing workshop has also had a very dedicated attendance. February 21<sup>st</sup> will feature a family-friendly trivia night. On Tuesday, February 8<sup>th</sup> an open mic night was held.

- c. Generator Project: The vendor requested a more precise electricity usage meter be installed to get a more accurate reading of the library's peak summer electricity usage. DPW is hoping to follow up with Melanie regarding next steps.
- d. CLAMS Legislative Luncheon: On Friday, February 3<sup>rd</sup>, representatives from MBLC, directors, trustees, and legislators met to discuss goals for 2024.
- e. Melanie also extended a public thank-you to the FOEL for their work in supporting the Library's budget.
- f. Building Use and Circulation Data: A recent Google analytics migration caused a major inaccuracy in the data, which Melanie has flagged and is following up with ColeWEBDEV.
- g. Volunteer Release Form: No major updates.

## 5. Building Review

- a. Fence: We are awaiting supplies to complete the fence repair.
- b. Green Goats of Cape Cod has been contacted to clean up the outdoor space behind the library.
- c. EV Charging Stations are still in need of repair.

## 6. Old Business

- a. Staff Thank-You Gifts: Melanie is moving forward with the thank-you gifts for the library staff. We are planning on formally thanking the staff and presenting these gifts during the weekly staff meeting on a Friday.
- b. Trustee Goal Review: No additional discussion needed.
- c. Bylaw Review: An updated copy of the bylaws was not distributed due to a record-keeping error, but will be provided for the March meeting.
- d. ELBFI Expenditure: No further discussion needed.
- e. Policy Discussion: Melanie clarified how staff can monitor computer usage using the Useful staff access account. Staff do not actively monitor the computer usage. Several editorial suggestions were made to the Internet Usage and Safety Policy and Youth Services policies.
  - i. **A Motion** (M. Mary, S. Ian) was made to adopt the updated Internet Usage and Safety Policy as presented. 3-0
  - ii. **A Motion** (M. Mary, S. Ian) was made to adopt the Youth Services Internet Usage and Safety policy be approved as presented. 3-0

## 7. New Business

- a. Trustee Report Card: Discussion was held until the March meeting.
- b. Snow Library is in the process of renovating their facility and asked Mary and Al to speak to the renovation process at a public meeting.

- c. Wall of Honor Nomination Solicitations: Nominations will be sought annually in March, and at the April meeting the trustees will discuss recipients, and vote on the recipient. Nominations will be sought via the library website, the library Facebook page, and the FOEL newsletter.
- d. Former Trustee Sharon is leaving Cape Cod, AI will follow up with Debbie and Melanie regarding a celebration of her service.
- e. State Ethics Commission Conflict of Interest Certification: Trustees received an email containing the link to the Conflict of Interest recertification course.

**8. NRHS Student Ambassador, Bailey Nobili**

- a. High School Use of the Library during the Renovation: Posters have been put up around the HS advertising the library as a study space during the renovation, and Bailey has been in conversation with the NRHS staff librarian about encouraging students to use the library.
- b. AP Testing: NRHS is seeking alternate locations to deliver AP testing in the spring.

**9. Friends of the Library Update**

- a. At the beginning of our February 2<sup>nd</sup> meeting, Debbie thanked Art Dimond and the Program Committee for the awesome selection of winter music performers. We have had two very well attended concerts and a third coming up on Saturday with fiddlers Billy & Beth at 1 p.m. Two Wampanoag programs are set for the spring. Marcus Hendricks will lead a native peoples history walk around Fort Hill on May 20<sup>th</sup>. The Red Hawk Dancers will present their program on June 10<sup>th</sup>.
- b. The FOEL Annual Meeting is scheduled for Saturday, June 17<sup>th</sup>. Debbie has reserved the Turner Room. We discussed different options for the structure of the gathering since the business component of the meeting is short. To be further discussed.
- c. The FOEL Book Sale will take place on the same weekend as the Hands on the Arts Festival, June 24<sup>th</sup> and 25<sup>th</sup>. The Turner Room has been reserved for the sale and two days leading up to it for sorting and setting up.
- d. We received a \$1,000 unrestricted donation from the Tern Foundation, which as you know is headquartered in Eastham and has supported solar installations across the country. Debbie brought the idea to Melanie that we would offer to underwrite a program on solar power in collaboration with the town's Climate Action Committee. The committee was extremely happy and will run with it.
- e. Their next meeting is March 2<sup>nd</sup>.

**10. There was no Public Comment**

**11. Next meeting:** Tuesday, March 14<sup>th</sup>, 2023 at 5 PM

\*Trustees Agenda Planning Meeting will occur at 11am on Monday, February 27<sup>th</sup>, 2023 pending confirmation from Melanie\*

**12. Adjournment:**

**A Motion** (M. Mary, S. Ian) was made to adjourn at 6:15 p.m. Approved, 3-0.

**Respectfully submitted,**

**Ian Hamilton, Trustee**

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