



The Board of Trustees of the Eastham Public Library

190 Samoset Road
Eastham, MA 02642
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www.easthamlibrary.org

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

March 14th, 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 joined the meeting at 5:55pm via Zoom.

Library Director: Melanie McKenzie

Guests: Staff Presenter: Freya Hemley, Circulation Supervisor

Video Services Coordinator: Devon Baker

Friends President: Debbie Abbott,

Student Ambassador: Bailey Nobili

Selectboard Chair: Aimee Eckman joined at 5:55 pm via Zoom

Absent: Trustee, Ian Hamilton

- 1. Call to Order:** The meeting was called to order by our Chair, Al Alfano, at 5:00 p.m.
- 2. Minutes:** February 14th, 2023
A quorum of Trustees, present for the February meeting, was not present so minutes will be approved at a future meeting.
- 3. Staff Visit: Freya Hemley, Circulation Supervisor**
Freya reported on the progress installing Koha and highlighted the cooperation with other libraries as well as with the Commonwealth Catalogue (ComCat). Freya also discussed the displays and new programming which bring in new patrons. Non-Cape Cod artists' works are

incorporated into the library displays. Paintings of musical instruments, created Floridian artist, Sue Graef, are featured as part of the winter concert series.

In response to Mary's queries about what is going well/what could be better, Freya stated that she appreciates the flexibility in scheduling and she also appreciates the library having removed fines for overdue books which makes dealing with the public more comfortable.

4. Financial Report (Quarterly Review: November, February, May, August)

- a. FY23 Account Balances. 94% of funding for books and materials has been spent but other categories are underspent with the expectation that we will balance by the end of the year. Gifts can be accepted into the Trustees' Interest Fund or into the Bohlen Gift Fund. With flexibility as the criteria to decide where gifts are deposited, the Bohlen Fund might be the more flexible.
- b. Trustees' Interest Account accountability is still a concern. Melanie continues to work with town administration on gaining clarity. Either Al or Mary will meet with Melanie as she meets with the town.
- c. FY23 Materials Budget. Melanie clarified that the puzzle lending program is self-sustaining with donated puzzles. CD's also do well with donations without our having to spend money.
- d. FY23 Fund Commitments. No new comments beyond the previously approved additional staffing.
- e. FY24 Draft Budget & Capital Plan. No comment. Melanie will send the correct spreadsheets to all Trustees.
- f. Memorial Gifts. There are no new memorial gifts.

5. Director's Report

- a. CLAMS Network Member Libraries migrated to the Koha Integrated Library System on 27 February. The technical aspects of the migration have been going as smoothly as can be expected. The new online public access library catalog, Aspen, is live and working well. Our new self-checkout is also operational but we are working with the IT department to adjust some of its usability settings. The recent software migration and changes in staffing have put additional strain on library staff. While Melanie is extremely proud and impressed with the adaptability of the Eastham Team, more time is needed to acclimate to the new system before making changes to the library hours of operation.
- b. Expansion of library hours. Opening a 6th day, which will be Monday, will be delayed until the fall. This plan involves adjusting the hours for a current full-time staff member, to allow them to work on Mondays, and hiring a replacement for one Floater/Monitor position.

- c. School Vacation Week Programming. Lego Free Play for young children was held on Tuesdays. Our youngest patrons were able to show off their creativity with Legos provided by the library. Tuesday evening we hosted a Trivia Night for patrons of all ages, where teams answered questions about pop culture, local history, and nature. We had 20 participants, making up five teams. On Thursday we hosted a fun Escape Room for youth—Escape from the Terrible Thicket! We had two sessions, one for younger children ages 8-12 and one for young adults ages 12-18. The Escape Room was a great success and we will bring it back for April Vacation Week.
- d. The Sandy the Seahorse Sculpture Creation Project is nearly complete! Local young artists led by art teacher and library art committee member, Kim Walwer, have been working on this sculpture over the last month. Once completed, Sandy will live in the Young Adult Room and may appear in the Windmill Weekend parade.
- e. Winter Music Series final performance is Saturday, March 18. Front Street Jazz Ensemble will perform at 1pm.
- f. Film Series on select Saturdays in March and April from 1-3pm will feature “The Charming Visual Comedy of Jacques Tati” including discussion with Marc Strauss. The films will play in French with English subtitles. There will be four films in total: March 25th – Jour de Fete, April 1st – M. Hulot’s Holiday, April 8th – Mon Oncle, April 15th – Playtime.
- g. Open Mic Night was held on Tuesday, February 28th. 14 participants of all ages performed. The performances varied from musical performances to poetry readings and we have already had requests to repeat this program.
- h. The Emergency Preparedness. The Workshop on February 17 did not have great attendance. However, it was a useful opportunity to develop connections with Chip Reilly from the Barnstable County Department of Health and Environment. On February 27, Melanie and Mary attended the Emergency Management Report meeting at Town Hall. This meeting was a review of what was covered at the Emergency Management Tabletop Exercise in November and an opportunity to inform department heads on some best practices of emergency management.
- i. Spring Programming. Library staff is looking ahead to the spring season with some exciting upcoming programs:
 - i. Fran is coordinating an Edible Insects Program with Larry Dapsis from the Cape Cod Cooperative Extension at 1pm.
 - ii. Fran is also planning a bunny-themed Pre-School Story Time.
 - iii. Corey’s Fantastic Reads Book Group has recently acquired a couple new members and is now at capacity.

- iv. The Generative Writing Group continues to meet.
- v. Mario Kart Tournament is back and all are welcome to play.
- vi. The second annual Seed Swap is scheduled with Josh Wile, Agway donating a generous supply of seed packets left over from the 2022 growing season for our Seed Library including vegetables, gourds, herbs and flowers.
- vii. Chewy Decimal Cooking Show is back by popular demand. This unique series, coordinated by Karen MacDonald, features Eastham's own Elaine Lipton. In this third episode, Elaine makes a Japanese dish. This episode will air March 30 and Elaine will prepare snacks for Watch Party attendees.
- viii. Changing the World One Poem/Song at a Time is scheduled for March 17th and May 6th. This program, organized by Marianne Sinopoli, is a collaboration with Beth Seiser, NRHS English teacher, on poetry project-based learning unit. March 17th will feature performances by 3 local poets - Christine Ernst, Sallie Tighe from Truro and Jorrell Watkins, Writing Fellow at the 2022-23 Fine Arts Center in Provincetown as well as local rap artist The ZYG808, member of the Mashpee Wampanoag. Following these inspirational performances, the Library will challenge the students to write social justice based poems/lyrics. Students will return to library on May 6th for reception and to view their own work on display here.
- ix. NRHS administrators are looking for community spaces where AP testing can be held. NRHS AP Testing Coordinator, Julie Kobold, toured our building and booked the Turner Room for several testing dates, if all the College Board requirements for spacing students can be met in our meeting room.
- x. New nesting display pillars will be constructed by The NRHS Woodshop. Instructor Justin Traut has a student who would be willing to construct nesting pillars as an opportunity to earn community service hours. We will replicate the current stands. Justin will estimate the materials which will be priced at MidCape. Additional pillars are needed for display purposes.

6. **Building Checklist.**

Library repairs continue with Melanie working with the DPW. The DPW replaced the fencing on March 13th and continue to work on the EV chargers, and the Generator Assessment Project. Gutter cleaning and parking lot striping will happen in the spring. Window washing is still to be scheduled. There is no update on repairing the EV stations.

7. **Old Business**

- a. Thank You to Library Staff. We reviewed the draft letter to the staff to be sent March 28th.

April 4th at 4pm will be the live presentation of our gifts of appreciation to the staff. Al's comments of appreciation will be posted for the public.

- b. Trustees Goals were previously approved and are included in the packet for the record.
- c. Bylaws were also previously approved and are included in the packet for the record.
- d. Trustees Report Card will be delayed to a special Trustees meeting on a Saturday.

8. New Business

- a. Wall of Honor Nomination Solicitation. Al has received two nominations thus far and a request for nominations will be announced at the Select Board meeting.
- b. 5th Grade Graduation Books. Mary will work with Fran to select some potential books prior to the Trustees making a selection.
- c. Community comment on Library Repairs. Al responded diplomatically to a letter from a library patron about his concerns with needed repairs to the EV charging, the fence and the self-checkout.

- 9. NRHS Student Ambassador**, Bailey Nobili reported that she continues to make the student body aware of the availability for library for study purposes during construction. The Turner Room will be used for some, select AP testing. She also highlighted a vehicle for communicating library events to all students.

10. Friends of the Library Update.

- a. Changing the World One Poem/Song at a Time will bring together 45 Nauset High freshmen, as outlined in the Library Director comments. The costs of this program are being funded by the Friends' Community Programming account.
- b. Winter Music concert will conclude on Saturday with the Front Street Jazz Ensemble. Unfortunately, the Higher Ground String Band had to cancel their March 4 library concert due to illness. Karen MacDonald and the program committee are working on plans for a jazz concert honoring Norma Marcellino's brother. Debbie is trying to coordinate with family members as to the best dates.
- c. Eastham Windmill Weekend Parade participation was raised ...to an enthusiastic response. The theme is "Under the Sea." Roger generously offered his trailer and other vehicles.
- d. Author, Kristan Higgins is scheduled for the library on June 27 as part of her book tour. Her books will be sold at this event.

- 11. Public Comment.** There were no public comments.

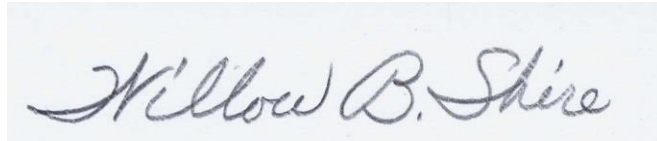
12. Next meeting: Tuesday, April 11th, 2023 at 5 PM

Trustees Agenda Planning Meeting will occur at 10am on Monday, April 3, 2023.

13. Adjournment:

A Motion (M.Willow, S.Al) was made to adjourn at 6:45 p.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