



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

April 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. 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

Guests: Staff Librarian: Corey Farrenkopf

Friends President: Debbie Abbott

Absent: Trustee: Ian Hamilton

Student Ambassador: Bailey Nobili

1. **Call to Order:** The meeting was called to order by our Chair, Al Alfano, at 5:04 p.m.

2. **Minutes:**

a. February 14th, 2023

Deferred to another meeting for lack of a quorum able to vote on the Motion.

b. March 14th, 2023

A Motion (M. Mary, S. Joanna) was made to accept the minutes of March 14th, 2023.

Approved, 4-0.

c. April 8th, 2023

A Motion (M. Mary, S. Joanna) was made to accept the minutes of April 8th, 2023.

Approved, 4- 0.

3. Staff Visit: Corey Farrenkopf, Staff Librarian

Corey reviewed the many programs that he manages beginning with the Seed Library.

Upcoming programs include Shred fest, an acoustic music concert, The Importance of Trees with a county expert, multigenerational video game sessions, drop-in creative writing, a science fiction and horror book group, the Community Development Partnership advising small businesses, another Trivia night and an intro to gardening. Corey also focuses on outreach on social media promoting library programs.

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

a. FY23 Account Balances were reviewed.

b. FY23 Materials Budget Materials and Material Supplies spending are close to total budgeted but Melanie believes that we are okay when we add in state aid. While the bottom line is fixed, Melanie can run a deficit in a few categories to be able to understand actual needs as long as other categories have a surplus to ensure that we are operating within our budget.

c. FY23 Fund Commitments. Mary noted an inconsistency which Melanie will reconcile. She also asked that ELBFI expenses be appropriately categorized.

d. FY24 Draft Budget & Capital Plan. No changes were noted.

e. Memorial Gifts. There were no Memorial gifts.

5. Director's Report

a. Staffing. The staff is gearing up for another program-filled month ahead. Library staff are especially appreciative of our Floater/Monitors for helping to fill gaps as several staff are taking much-needed vacation time before the busy summer season. Melanie will be hiring an additional Floater/Monitor following her April vacation. The position will be advertised in her absence to ensure a hire can be made swiftly in May. The addition of this position will help us to open on Mondays in the fall.

b. Shifting some collections. Barbara, Jessica, and our shelving volunteers have been assisting with shifting of the nonfiction collection. These stacks had grown overly full and needed to be spread out. Melanie acquired some new shelf-markers to help designate different areas of nonfiction. Now the nonfiction collection flows into the biographies and shelf-markers note the switch. Alphabetical shelf-markers have also been added to the fiction collection to help patrons navigate this area with greater ease.

c. Updated signage is going up around the building as we prepare for summer. Marianne has asked for an estimate from Signarama.

d. Changing the World One Poem/Song at a Time kicked off on March 17 and was a tremendous success. The 3 performing poets and one Grammy nominated recording artist gave impactful

presentations, each presenting one of their social justice-inspired writings and sharing insights about their individual writing process. The students were captivated. These local artists also mingled with students while they were enjoying refreshments. Teresa Martin and Rafal Kowalczyk were on hand to cover the story for Lower Cape TV (link on the Town Vimeo site). In early April the presenters will be visiting Nauset High and coaching in the classrooms alongside their teachers. A reception for the student writers is scheduled for Tuesday, May 9th. It is probable that Changing the World will become an annual collaboration.

- e. The Second Annual Seed Swap on March 21 was a success with 25 participants. The Seed Library is restocked for the current season thanks to the Friends of the Library, as well as donations from Sow Right Seeds, Agway, Ace Hardware, and individuals from the community.
- f. COVID Vaccine Clinic, sponsored by the Outer Cape Community Solutions, an open network of over 40 community agencies and organizations, was held on Friday, March 24. According to coordinator Alex Nelson, “We gave out 30 vaccines to residents of towns from Truro to Yarmouth...This was our biggest clinic out of all six that we held across the Outer Cape and it also brought in the most children. Pediatric vaccines are almost entirely inaccessible on the Cape, so this is a HUGE win. Many individuals stopped by to inquire about their vaccine status, but only 30 of those people needed one. \$75 gift cards were given to each vaccinated person which put \$2250.00 into the community.”
- g. The Chewy Decimal Cooking Show, featuring Eastham’s own Elaine Lipton, was held on Thursday, March 30. Karen MacDonald held a launch party for the third episode. This episode featured recipes from Japan.
- h. Zoom training, with Jonathan O’Dell from the Massachusetts Commission for the Deaf and Hard of Hearing, occurred on Friday, March 31 for full-time library staff. Jonathan provided useful information for library staff and offered to come back for an educational session for the public.
- i. Sexual Assault Awareness Month is April. Libraries across the Cape are partnering with Independence House to raise awareness of sexual assault. Freya has put together a display on the ledge by the audiobooks and stairwell. This display also features resources for patrons who may require assistance or desire more information.
- j. On April 6, Fran hosted Bunny Story Time for children, which was great fun for youth and adults. The youth had a chance to meet and interact with the bunnies.
- k. Lego Dads Club is a program in partnership with Cape Cod Children’s Place and will be held on Saturdays in April.
- l. The NRHS Jazz Band & Orchestra will perform their Spring Concert on Thursday, May 11.

- m. School Vacation Week will have several fun programs courtesy of Fran and Marianne. On April 19, local author Darby Hobbs will share excerpts from her book "The Tail of Grace & Kristoff" and share some unicorn-friendly ideas. Local street artist and Truro resident Abbey Koutnik has been booked for Friday, April 21.
- n. Saturday, April 22 is Eastham Library's first Acoustic Shred Fest. Thank you to the Friends for sponsoring the various musicians who are sure to make this musical event a community favorite.
- o. Citizenship Preparation classes. This 6-week series helps those preparing to take the U.S. citizenship test. Stephanie Souza, Immigration Attorney for the Community Action Committee of Cape Cod & the Islands' Immigration Resource Center, will lead these free exam prep sessions. Stephanie was one of the presenters at last fall's immigration program here at the library. The sessions are scheduled for Tuesday evenings from May 2 - June 6.
- p. Goat Green Cape Cod will come to the library. A team of goats will come later this spring to help manage the poison ivy and overgrowth in the backyard near the pond. The backyard space has seen increased usage in the past few years, especially during the summer months. The staff is grateful for our gardening volunteers for the work they do to maintain our grounds. The goats will also provide educational opportunities for the community. The Friends have agreed to sponsor this unique project, which will cost \$1,450.
- q. The Door Counter shows us nearly back to pre-Covid rates.

6. Building Review

- a. A high school student will be building nesting pedestals as his community service. Our cost may be only for materials.
- b. SJ Services subcontracts window washing on taller buildings and we are waiting for a quote.
- c. The fence repair was done by the town and the insurance payment of \$900 went to the town.
- d. Parking lot The arrows on the pavement in the parking lot need to be repainted

7. Old Business

There was no old business.

8. New Business

- a. We had two nominees for Wall of Honor. One did not meet all requirements so did not move forward.
A MOTION (M. Al, S. Joanna) was made that nominee, 'Al' Sette, Jr., qualifies for the Wall of Honor. Approved 3-1. The presentation will be at the Friends Annual Meeting.

- b. 5th Grade Graduation Books. We have done this every year since 2015. Pax Journey Home was selected as this year's book. The Author, Sara Pennypacker, an Eastham resident, has agreed to come to the Library on Friday, July 7th, to sign the books for the students.
A MOTION (M.Mary, S.Joanna) was made that Fran will order the books which will be paid from the Trustee Interest Account. Approved 4-0
- c. Management of Trustee Interest Account. The Trustees have outlined their concerns to Melanie who met with the Town Administrator on April 10th. Melanie distributed a written process in hopes of addressing our ability to have timely, accurate account balances.
A MOTION: (M.Joanna, S. Mary) to approve the note regarding the Trustee Interest Account (as addressed to our Library Director) for discussion with the Town Administrator.
- d. Thank you to Library Staff occurred on April 4th. The staff was appreciative of the recognition.
- e. Trustees Report Card. We met in a work session on April 8th and reviewed the Trustee Report Card. We identified the need for better orientation for new Trustees and discussed assigning a mentor and adding more financial information to the introductory information. All will send an email to all Trustees listing the recommendations from our report card discussion.
- f. Informational Brochure. All will revise the draft brochure with the information he requested at the last meeting.
- g. Transportation of seniors to Library programs. The Council on Aging did a study which noted the importance of a partnership with the library. Seniors are the fastest demographic in Eastham. Mary asked that the Library consider partnering with the COA, which may be able to provide transportation to library programming. Debbie noted that finding drivers for the weekend is difficult.

9. **NRHS Student Ambassador**, Bailey Nobili was unable to attend.

10. **Friends of the Library Update**

- a. The Nominating Committee for FY 24 board members and officers will be Gloria Schropfer, Julie Hamilton, and Annie Lajoie.
- b. The Annual Meeting refreshments will be similar to what was offered last year since everyone agreed that Mary Bakas provided a delicious spread. Debbie also thanked Mary who stepped in as a certified Serv-Safe official at the last minute for the Chewy Decimal session while it was being filmed at the Chapel in the Pines
- c. Windmill Weekend Parade will feature Sandy the Seahorse. The theme "Under the Sea." A request for volunteers to construct the float and for people to walk in the parade was sent to

staff, Friends, trustees, and others in the library community. Roger Dumas will assist with his trailer and Kubota.

- e. Book requests for the June book sale have been posted around town.
- f. Melanie and Debbie will meet Thursday to discuss FY24 budgetary needs and wants.
- g. Our final Winter Music concert on March 18th with the Front Street Jazz Ensemble was a huge success; SRO with an estimated 110 attending.
- h. Next meeting is May 4th, 2023.

11. Public Comment. There was no public comment.

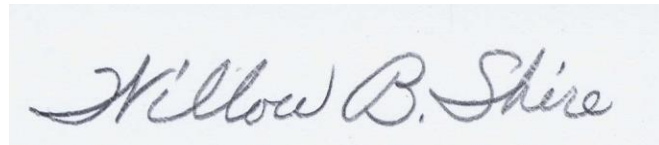
12. Next meeting: Tuesday, May 9th, 2023 at 5 PM

Trustees Agenda Planning Meeting will occur at 10am on Monday, May 1st, 2023.

13. Adjournment:

A Motion (M.Joanna, S. Al) was made to adjourn at 7:12 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