



## The Board of Trustees of the Eastham Public Library

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[www.easthamlibrary.org](http://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

June 13<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, Mary Shaw, Willow Shire, Joanna Stevens

Library Director: Melanie McKenzie

Friends President: Debbie Abbott

Youth Services Librarian, Fran McLoughlin

Member of the Public: Sara Higgins

Absent: Trustee: Ian Hamilton

NRHS Ambassador: Bailey Nobili

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

**2. Staff Visit: Fran McLoughlin, Youth Services Librarian**

This is Fran's 15<sup>th</sup> summer with the Eastham Library. She outlined the very busy pre-summer activities for children including a visit by the kindergarten and the beginning of the Summer Reading Program. Tuesday is family Fun Programs beginning with Trevor the Juggler on June 27<sup>th</sup>. The library will also host the Firebirds and our firefighters for reading aloud with children. A large number of community people offer programming for children including the rangers with the CCNSS.

Mary asked Fran to review her wish list to see if there are things that would be helpful in the

Children's Room that the Trustees could supply.

34 books have been received for the graduating 5<sup>th</sup> graders and Mary will wrap them. This is the same book that Sara Pennypacker will sign when she visits the library to read on July 7<sup>th</sup>.

**3. Minutes: May 9th, 2023**

**A Motion** (M. Mary, S. Joanna) was made to accept the minutes of May 9th, 2023.

Approved, 4- 0.

**4. Financial Report:**

a. FY23 Account Balances were reviewed. Melanie noted that the cost of Springshare (a supplement to the website) was paid from the software line instead of the unclassified line which gives her more flexibility for books and supplies.

b. Special Library Funds (State aid, Gift Fund, the Trustees account) are unchanged. Melanie recommended that we move the recent gift of \$20,000 into the interest-bearing CD when we next renew the CD.

There was a meeting regarding the processes for synchronizing reports and correcting balances for the Trustees' checking account and Trustees' CD. Everyone understands the processes and the Trustees thanked Mary for helping us to resolve the record-keeping issues so that all numbers are in agreement. We also thanked Teena for her worksheets comparing bank account statements and MUNIS reports.

c. FY23 Materials and Material Supplies. Melanie reviewed the materials budget.

d. Renewal of CD

**A Motion** (M. Mary ,S. Joanna ) to renew the expiring CD for a 180 day period at the Cooperative Bank of Cape Cod. Approved, 4-0

e. FY23 Fund Commitments were discussed. We adjusted the Useful commitment to \$5,142. Mary noted that the available balances must agree.

f. FY24 Budget & Capital Plan. There are no changes since the previous meeting.

g. Memorial Gifts. There were no Memorial gifts.

**5. Director's Report**

a. Two more Floater/Monitors have been hired. Annisha Romney and Victoria Eldridge will be assisting us with circulation and programming throughout the summer and then helping on Mondays (noon to 4pm) in the fall after Labor Day. Victoria's first day is Tuesday, June 13 and Annisha will start on Wednesday, June 14.

- b. The Goat Vegetation Management Project wrapped up on May 31<sup>st</sup> when they began to seek more interesting sources of food outside their enclosures. The gardening volunteers, as well as the public, enthusiastically agreed that this project was a huge help to their gardening efforts and an overall success. Thank you to the Friends of the Eastham Library for sponsoring this project.
- c. Ross Benjamin's talk on his recent translation of the KaNa Diaries had 25 attendees over Memorial Day Weekend. Ross Benjamin completed part of his book here in our library. The Q&A portion following this presentation was particularly interesting with nearly every attendee asking a question.
- d. The Free Citizenship Class has been a successful collaboration with the Community Action Center with 4 to 7 participants each session. Some folks are repeat attendees and many weeks we saw new attendees. Thanks to Marianne for coordinating this program. She is in conversation with the immigration attorney about future classes being held here at the Eastham Library.
- e. Open Mic Night was a success with 12 performers and 42 total attendees. Many participants performed music and the quality of performances was stellar.
- f. Kart Tournament returns on Tuesday, 6/13, Adult Book Group Thursday, 6/15, and a Generative Writing Workshop on Saturday, 6/17. The Fort Hill Walk with Marcus Hendricks was rescheduled to Sunday, 5/21, due to rain.
- g. The memorial jazz concert for Philip Puzzo by the Front Street Jazz Ensemble on June 7 had a full house with 100 guests.
- h. Two new rechargeable lithium battery packs are available for circulation, thanks to the Friends of the Library. These power banks circulate for one week at a time and are non-reservable. Patrons will need to be 18 years of age or older and must sign a user agreement upon checkout.
- i. Mary Wilson's Puppet Playhouse, for Cape Cod Children's Place, will take place in the library on Monday mornings through June. We plan to host other programs for CCCP on Mondays in the fall for older youth.
- j. The Summer Reading Program will launch on June 17<sup>th</sup>. Fran has a dynamite list of Summer Reading Programs this year and we are thrilled to have such a fun and varied line-up of events. Thank you to the Friends for sponsoring these programs.
- k. Outreach Report.
  - a. **Signarama**, contracted for library signage including the Wall of Honor, has been short staffed but we hope that they'll be back on track soon.

- b. **Nesting Pedestals** have been delivered to the library. They were built by NRHS woodworking students to earn community service hours with materials donated by MidCape Home Center. Roger Dumas will be painting them.
- c. **Changing the World One Poem at a Time** was a tremendous success. Marianne is working with two NRHS teachers mapping out next year's exhibit.
- d. **Sian Robertson**, the local artist from P'Town who led an Altered Book Art Workshop, has been booked for a demonstration table at 2023 Turn Up for Fun Day.

**6. Building Review.**

Completed items have been removed from the checklist including the goats.

Window washing service is still an issue and Melanie has reached out to other libraries to see whom they recommend. Theresa has cleaned all the ground-level windows.

Parking lot issues continue. The visibility exiting our parking lot is problematic. We also need demarcations for a loading zone near the front door. The big issue is that the parking lot is too small. Melanie will meet with the new DPW manager to share our previous parking lot plan.

**7. Old Business**

Library Brochure status & cost. After multiple edits, we have an agreed upon a version. Staples will print 500 brochures at \$.87/brochure for \$435.

**8. New Business**

a. Wall of Honor selection criteria– Trustees reviewed all the feedback collected  
**A Motion:** (M. Willow, S. Joanna) that we eliminate the criteria requiring the nominee to be deceased and having served after 2010. Approved 4-0

b. Organizational ALA Membership is \$175 for very small libraries. Melanie researched information on subscribing and we will review the schedule of ALA events to coordinate our membership with events where someone from Eastham library can attend.

c. End of the year Trustee Social will be a Saturday luncheon if this is convenient for Bailey.

**9. NRHS Student Ambassador**

Student Ambassador search update will be determined at a later date.

**10. Election of Officers**

**A Motion:** (M. Al, S. Mary) to nominate Joanna Stevens as Chair for FY2024. Approved 4-0

**A Motion:** (M. Mary, S. Joanna) to nominate Al Alfano as Vice Chair for FY 2024. Approved 4-0

**A Motion:** (M. Joanna, S. Al) to nominate Willow Shire as Clerk for FY2024. Approved 4-0  
 Liaison roles will remain the same as FY 2023.

**11. Friends of the Library Update**

- a. The Friends Annual Meeting will be on June 17<sup>th</sup> at 2pm.
- b. Book Sale will be held June 24/25.
- c. The Friends Annual membership letter went out June 1<sup>st</sup> and the response has been very generous.  
The next regular meeting is scheduled for August 3<sup>rd</sup>, 2023

**12. Public Comment.** There was no public comment but we enjoyed having Sara at the meeting.

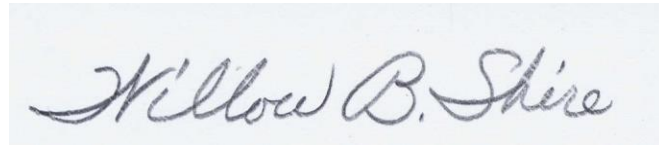
**13. Next meeting:** Tuesday, July 11<sup>th</sup>, 2023 at 5 PM

\*Trustees Agenda Planning Meeting will occur at 10am on Wednesday, July 5th, 2023. \*

**14. Adjournment:**

A **Motion** (M.Mary, S.Joanna) was made to adjourn at 6:40p.m. Approved, 4-0.

**Respectfully submitted,**

A handwritten signature in cursive script that reads "Willow B. Shire". The signature is written in dark ink on a light-colored background.

**Willow Shire, Trustee**

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