



**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**

**July 9, 2022 at 9:00 a.m.**

**Location: Eastham Public Library - Gregory S. Turner Meeting Room**

THIS IS A REOCCUROING, IN-PERSON MEETING. THE PUBLIC IS WELCOME TO ATTEND IN-PERSON OR TO PARTICIPATION VIA ZOOM.

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 be broadcast on Local Access Channel 18

Present: Trustees: Al Alfano, Mary Shaw, Willow Shire, Joanna Stevens

Library Director: Melanie McKenzie

Guests: Selectperson: Aimee Eckman

Friends President: Debbie Abbott,

Video Services Coordinator: Mike Caliri

Bailey Nobili (Student Ambassador) and Ian Hamilton (Trustee) were absent.

**1. Call to Order:** The meeting was called to order by our Chair, Al Alfano, at 9:00 a.m.

**2. Minutes:** June 18, 2021

A Motion (M. Mary, S. Joanna) was made to accept the minutes for June 18<sup>th</sup>, 2022.

Approved, 4-0.

### **3. The ADA Evaluation of the Library**

Aimee Eckman, representative from the Selectboard, reported on the Library's ADA (Americans with Disabilities Act) Evaluation. The Town has oversight on all ADA issues, and the majority of issues identified in the report on the library can be remedied very quickly and easily such as signage, the location of the soap dispenser, the number of trash barrels and the height of the coat hooks. We discussed all the issues, added ADA Compliance to the monthly Building Review and agreed that several ADA issues should be included in next year's Capital Plan.

### **4. Financial Report**

In the next 4 weeks, the Trustees, together with the Library Director, will hold a Financial Workshop, which will be a public meeting, to discuss all the budget items.

The Trustees also agreed, that in the future, it will hold a Financial Workshop in July for all new Trustees.

There were no Memorial Gifts this month.

## **5. Director's Report**

a. Summer activity has been robust. The staff participated in the Summer Kick-Off & Ice Cream Social at the T-Time property where more than 30 youth signed up for the Summer Reading. During the town celebration, Hands on the Arts (June 25/26), the Friends held their annual Friends Book Sale while the library maintained regular services. Over 800 folks visited the library during the Friends Book Sale and at the Summer Kick-Off event.

b. Tik Tok promotions. Staff Librarian, Corey Farrenkopf, has created 7 TikTok videos promoting library events and services. TikTok is the largest growing social media platform and is the most used platform by people 15-35 years old. Each video has gotten over 200 views.

c. A new StoryWalk® has been created by Youth Services Librarian, Fran McLoughlin, for the month of July. 'Entering Eastham A-Z' is a picture book created by Eastham Elementary School students 12 years ago and is a perfect way to celebrate the Town of Eastham and its history as we celebrate the 125th anniversary of the VIS Library.

d. Three summer events for youths have been well-attended: Trevor the Juggler's performance had 49 attendees, 29 youth came to 'Read to Dogs', and there were 35 participants for the Friday morning 'Messy Art' program. Thanks to library volunteers, Tessa & Rachel, who helped with the Messy Art activities.

e. The schedule of events for the rest of the summer is very full. On July 12, the Otha Day Drumming Circle Program will be held on the library property on the back lawn by the pond (weather permitting). Thursday, July 14, will be the first showing in our International Film Series created by Adult Services Librarian, Karen MacDonald. And on Friday, July 22, the library will host the 'Witch of Wellfleet' live storytelling performance. Also, the second 'Mario Kart Tournament' will be held on Tuesday, August 2. A fun, intergeneration Ukulele Workshop will be held on August 4 with Julie Stepanek. Finally, Cape Cod Healthcare will host another Blood Drive at the library on Friday, July 15 from 10-4pm.

f. The library has several new displays for July. Dick Ellington has loaned the library three model ships for display. The model ships can be found in the stairwell, the Periodical Room, and near the adult audiobook collection.

g. Two new art exhibits are on display: *How Swimmers Dream* is a beautiful exhibit of collage and poetry while the Art Committee is working to coordinate a themed art display for the Turner Room for July: 'Celebrate America!' Artists from the community are invited to bring in pieces ready to hang that relate to the theme "Celebrate America." Participating artists must fill out an application form at the circulation desk and art pieces can be dropped off in the library director's office until July 7<sup>th</sup>.

h. Cape Cod Tech's Sustainable House Model, made by the Senior Engineering Technology Class, will be on display at the Library. This model has recently been on display outside the Truro Public Library and the library staff are excited to offer Cape Cod Tech the opportunity to display their

students' work. In addition, Cape Cod Tech is building the new dugout structures on Field of Dreams.

i. The Library Director will be reporting to the Eastham Part-time Resident Taxpayers Association (EPRTA) at their annual meeting, July 9<sup>th</sup>, on library programs & activities for the summer.

## **6. Building Review**

a. ADA Compliance will be added to the monthly Building Checklist.

b. The 'dig safe' flags have been removed from lawn to enable mowing but we still need to have the permanent library sign to be moved before cold weather arrives. Melanie will address this with the new DPW director.

c. With the construction at NRHS, that building will not be available for storm safety. The library may be used more frequently next winter and we will plan for this with the town Safety Committee.

d. AI will ask Bailey to report back to us on the increased need for study space while the NRHS library is under construction.

## **7. Old Business**

Circulation numbers were reviewed. People-count, during the month of June 2022, doubled year-over-year. Circulation is creeping back up as the library reopens but Overdrive has not decreased, as we might have expected with the resumption of the library reopening. This may be an area of increased need for funding in the future.

## **8. New Business**

a. Renewal of Trustees Interest CD (renewal date July 22)

A motion: (M. Joanna, S. Mary) to renew the Trustee Interest CD on the renewal date of July 22, 2022, at the rate in effect on that date, for a renewal period of 180 Days. Approved, 4-0

b. Trustees Goals was discussed. The following decisions were made:

i. Actions within each goal will be prioritized

ii. All goals will be extended into FY 2027

iii. Goals 2 and 5 will be consolidated

iv. The goal of reviewing Trustee By-laws is overdue and this topic will be added to the Financial Review Working Session to be scheduled in the next three weeks.

AI will provide a revised goal set which will be discussed and approved at the August Trustees' meeting. In response to Joanna's query about monitoring, we stated that progress against goals will be reviewed every 6 months and more often, when necessary.

c. MUNIS. Melanie is continuing to train on the MUNIS system and the Trustees are continuing to work to understand it.

## **9. Friends of the Library Update**

a. The Friend's Annual Meeting was attended by almost 50 people in the reading garden on June 18<sup>th</sup> with refreshments provided by Mary Bakas. The FOEL President and Treasurer provided annual

reports and the library director commented on the strong relationship with the library. Trustee President, Al Alfano, announced the first recipient for the new Library Wall of Honor, Russ Moehlich. Russ was instrumental in creating and managing the finances for the Library Building Fund (ELBFI). Betsey Moehlich was present to receive our thanks and to appreciate the round of applause for her late husband.

b. The Summer Book Sale, held June 25/26, was very successful and the storage area downstairs is now filled with empty boxes in the place of hundreds and hundreds of used books.

c. The Annual Membership Renewal Letter has a new format for FY 2023 and is working well. There is a separate cardstock renewal form with a return envelope inside the letter and, in the first two weeks, more than \$11,000 in renewals and donations was received. More than a few renewals were returned from those with lapsed membership.

d. Next FOEL meeting is Wednesday, August 3<sup>rd</sup> at 4pm.

#### **10. Public Comment**

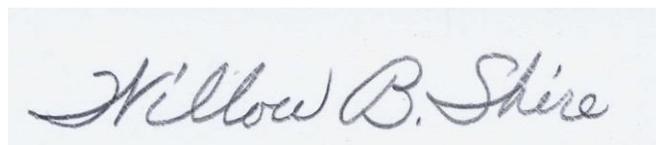
There were no comments by the public

**11. Next Meeting:** The next meeting of the Board of Trustees of the Eastham Public Library will be on Saturday, August 13th, 2022 at 9:00 a.m. in the Eastham Public Library, Gregory S. Turner Meeting Room.

NOTE: Trustees Agenda Planning Meeting occurs at 10am two Mondays prior to the second Saturday of the month. All Trustees are welcome to attend the agenda prep meeting. Please notify Melanie if you plan to attend so that one week before the agenda can be officially posted.

**12. Adjournment:** At 10:15 a.m.,  
A motion (M. Mary, S. Joanna) was made to adjourn. 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**