



The Board of Trustees of the Eastham Public Library

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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 FINANCIAL WORKING SESSION OF THE BOARD OF TRUSTEES OF THE EASTHAM PUBLIC LIBRARY

August 2, 2022 at 4:30 p.m.

Location: Eastham Public Library - Small Meeting Room

The minutes are available on the Town website at www.eastham-ma.gov.

Present: Trustees: Al Alfano, Ian Hamilton, Mary Shaw, Willow Shire, Joanna Stevens
Library Director: Melanie McKenzie

1. Call to Order: The working session to review library finances by the Board of Trustees was called to order by our Chair, Al Alfano, at 4:30 p.m.

2. Discussion of finances

a. FY 22 Budget/Materials Expenses.

- i. Funds expended on materials for the public were discussed. \$139,997.59 was expended on materials in FY22.
- ii. Research will be needed on the FY 22 Budget Salary line noting a Transfer/Adjustment of \$5,214. Melanie will ensure that the charges to the categories of part-time and full-time wages are correctly allocated in FY23.
- iii. The Friends discussed and increased their planned expenses by \$9,000 for a total of \$29,891.24.

b. FY23 Materials Budget. At this time, the initial budget of \$116,100 does not include State Aid, Trustees interest and gifts. Mary recommended that we also increase our request from the town for FY2024.

c. Account Balances FY22. Fund Account Balances were reviewed. Discrepancies were found on some with further research/ reconciliation needed.

d. Review Financial Commitments for FY23.

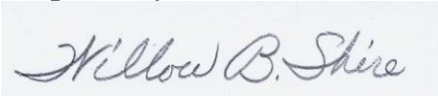
- i. It was agreed that the Trustees will prepare a letter to be sent to The Select Board asking for guidance on the ADA compliance report and suggesting that the town get estimates of costs for the issues, prioritize the items on the list and provide a plan to finance it.
- ii. Finally, we discussed the need for extra staffing in FY23 to ensure that the library is open 6 days per week. This would initially be funded as a pilot program by the Board of Trustees through FY24, after which, the program will be evaluated and, if successful, we would request town funding.

3. Next Meeting: The next regular 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.

4. Adjournment: At 6:23pm

A motion (M.Mary, S. Ian) was made to adjourn. Approved, 5-0.

Respectfully submitted,

A handwritten signature in cursive script that reads "Willow B. Shire". The signature is written in black ink on a light blue rectangular background.

Willow Shire, Trustee