



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 BOARD OF TRUSTEES OF THE EASTHAM PUBLIC LIBRARY

August 13th, 2022 at 9:00 a.m.

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

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

Please note that while an option for remote attendance and/or participation is being provided as a courtesy to the public, the meeting/hearing 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 be broadcast on Local Access Channel 18

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

Library Director: Melanie McKenzie

Guests: Friends President: Debbie Abbott,

Video Services Coordinator: Mike Caliri

Bailey Nobili (Student Ambassador) was absent.

- 1. Call to Order:** The meeting was called to order by our Chair, Al Alfano, at 9:04 a.m.
- 2. Appreciation:** On behalf of the Library Trustees, Al thanked Mike Caliri for his long support for the library and for the town. Melanie mentioned that Mike is one of the library's favorite people and he will be missed and Debbie Abbott, President of the Friends, presented Mike with a gift bag from the Friends. Devon Baker will take on Mike's responsibilities for technology.
- 3. Minutes:** July 9, 2022 & August 2, 2022
A Motion (M. Mary, S. Ian) was made to accept the minutes for July 9th. Approved, 5-0
A Motion (M. Mary, S. Ian) was made to accept the minutes of August 2nd. Approved, 5-0
- 4. Financial Report:** (Quarterly Reviews held in November, February, May, August)
 - a. FY23 Materials Budget.**
This material was presented at the August 2nd meeting.

b. FY23 Account Balances.

Mary requested that an 'as of' date be included and that State Aid and the Bohlen Fund also be included.

c. FY23 Fund Commitments

Mary commented that we need to make some adjustments so that the balances are the same.

d. Summary of 8/2/22 Finance Workshop Meeting action items

1. Finance Director Rich Bienvenue has confirmed that Library Special Funds may be consolidated to some degree. There is some legality involved in needing to track donor intentions, but this can be accomplished with fewer funds. This project will take some work on the back end from the town's finance team, but Rich has plans to address it.
2. The \$5,214 in question from the Library General Fund Full-Time Staff line was an encumbrance that the previous library director had asked the Town Accountant to set up. The funds were not approved for their intended purpose, and so will go back to free cash.
3. There were two transfers in question from the Bohlen/Library Gift Fund: \$230.68 & \$139.36. These are both transfers of interest from the Trustees CD into the Gift Fund. Going forward, they will be moved back to the Trustees CD, per the updated policy/procedure agreed upon by the Board of Library Trustees for FY23.
4. MUNIS does not allow users to run reports to show funds in the Trustees Interest CD versus the Trustees Interest Checking Account.
5. Other Library Directors do have access to MUNIS, but to our Director's knowledge, no one is currently using MUNIS to produce financial reports given directly to their Board of Trustees. Several CLAMS Library Directors indicated that the MUNIS reports do not summarize the information in a way that is easily consumed/interpreted by their Boards. Most Directors seem to create alternate reports to share with their Trustees as needed.

e. Memorial Gifts (if any) No Memorial gifts have been received though 2 books of Wampanoag Art were donated.

5. Director's Report

a. Library Hours & Services Update. The library will delay opening on Mondays until additional staffing is secured. The trustees have indicated their support for funding a new part-time position for 18 months with the goal of having the town include this position in the library's annual budget. The Library Director is currently evaluating staffing needs and coordinating with Town Administration to determine next steps.

b. Unconventional circulating library items.

1. Telescope - circulates for two weeks and includes instructions and a night sky guide. We also have a Stargazing MOBY (My Own Back Yard) to pair with the telescope.
2. Museum Passes to regional museums includes Cahoon Art Museum, New England Aquarium, Museum of Fine Arts, the Isabella Stewart Gardner Museum, Museum of Science, Mass Audubon in Wellfleet, Heritage Museum and Gardens in Sandwich, Pilgrim Monument

and Provincetown Museum, and the Cape Cod Maritime Museum. In addition, a CLAMS card gives you access to resources at all participating libraries on the Cape. There are two different types of physical passes available.

3. Board Games & Puzzles – we have many options both upstairs and in the Children’s and YA Rooms.

4. Two CD Players & Assistive Technologies for those with vision impairment.

5. Twelve Wifi Hotspots – these circulate for one week, at no cost and are nonrenewable and non-reservable.

c. Update from CLAMS. In June 2023, the CLAMS Library Network’s contract with their current Integrated Library System vendor will expire. CLAMS formed a review committee to evaluate our current system and determine whether CLAMS should renew its contract with Innovative Interfaces, Inc. or migrate to a different system. Eastham Library Director, Melanie McKenzie, has been co-chairing the CLAMS ILS Review Committee with Eldredge Public Library Director Amy Andreasson for the past seven months and the committee is bringing their recommendation to the CLAMS Membership Meeting on Wednesday, 8/17.

d. Programming Update & Community Offerings. The Library has had a very successful month of programming:

*The Messy Art Friday morning activities are a hit with families and Youth Services Staff are extremely appreciative to the two volunteers who have been assisting with this program.

*Karen MacDonald’s International Oscar-winner Film Series has developed a following and she sees between 10 and 20 participants at each showing.

*The concert with guitarist Claudia Nygaard was great fun on a Saturday afternoon with a nice crowd of about 30 attendees.

* Corey Farrenkopf’s second Mario Kart Tournament was a hit with 35 participants. The Switch Gaming system used to run these tournaments is very popular with youth and families and Corey hopes to run some different kinds of group game tournaments. Family events at the library have been very well attended.

* Fran McLoughlin had 95 attendees for her Amazing Animal Ambassadors program and the Community Story Times featuring the Police and Fire Departments was very popular.

* The Ukulele Workshop with Julie Stepanek was a success with all 24 registrations slots taken along with 7 walk-ins who came with their own ukuleles.

* Signup for the Summer Reading Program concluded on August 12th and the End of Summer Reading Party and Prize Drawing is today. The Youth Services department signed up 177 participants for this year’s program.

* Art in the Library: The month of August is featuring some new art displays at the library. *Zoom in on the Figure*, an exhibit by students of Paul Schulenberg’s studio, is a hit with the public. Staff have received many positive comments at the front desk. The Terrapin Sculpture is a collaboration of the Library Art Committee, Wellfleet Bay Audubon and the Eastham Recreation and Beach Program. ‘Shelly’ was delivered to the library on Friday, 8/12. Staff are eager to host this creative piece made by local youth. It will be augmented by Ribbons for Climate Hope, orchestrated by Marianne Sinopoli for Environmental Awareness month in September.

e. MUNIS Update Thanks to the hard work of the Town IT team, the Library Director now has access to MUNIS on her office computer. This is a huge step in enabling the Library Director to have more direct management of the various library accounts.

f. ARIS & Financial Report Update ARIS is due on August 26, 2022. The Library Director has nearly finished the report and will present the final report to the Chair of the Trustees this week for his signature. The Financial Report and State Aid forms and will be due on October 7. The Library Director will complete these forms by the September 16 in advance of her vacation, September 30 – October 15.

g. Action Plan – The Library Director will complete an annual action plan to be submitted to MBLC by December. The action plan is a prerequisite to apply for LSTA grants.

h. AIA Award framing The framing of the AIA Award for Excellence in Library Design has been completed by Meri Hartford of Artworks and hung in the library vestibule. The invoice was paid from the Trustees Interest Account on 7/28/22.

6. Building Review

- a. Construction of water and power lines for the outdoor drinking fountain occurred.
- b. A bollard was knocked over (again) and was replaced by the DPW. This occurred when a driver tried to exit the library parking lot the wrong way. Al recommended that we add directional arrows on the pavement.
- c. John Roughley has been hired as the new DPW beginning on September 6th
- d. The Building Tracking sheet will be updated for each fiscal year, deleting the completed items.

7. Old Business

We were reminded that high school use of study space during construction at NRHS will be important.

8. New Business

a. Trustees Goals. These were recently reviewed and the list has been expanded. We discussed whether additional environmental projects should be included. The goals are tracked on the Trustee report card and reviewed every six months. We will continue to research possible new environmental goals. Al will review whether all the x's are in the correct places.

A Motion: (M. Joanna, S. Ian) to approve the Trustee Goals, FY'23 to FY '27 and adopted 8-13-2022 was made. Approved 5-0

b. Timing of Regular Trustees Meetings. Most libraries meet early evenings during the week. We discussed alternatives and selected the second Tuesday of the month at 5pm. We will hold a 6-month review to determine how well it is working.

A Motion (M.Ian, S. Joanna) was made to change the regular Trustee meeting to 5pm on the second Tuesday of the month for a six-month trial basis. Approved 5-0

c. Library Director expending of trust funds – Annual Trustees Vote

A Motion: (M.Joanna, S.Ian) To authorize the library director to expend trust funds for designated purposes. Approved 5-0

d. Trustees By-Law Review & Approval. We have a 5-year review. We reviewed and agreed to the clean copy of the existing by-laws and agreed to discuss any potential changes at the next meeting. Mary and Joanna mentioned that they have recommendations for changes.

e. Trustees Memo to Town re: ADA Assessment. Al drafted a letter which will be sent to the Town Administrator and copied to the Selectboard.

f. Hold harmless Agreement. Melanie will research whether this is town policy and we will suspend asking any volunteers to sign it at this time.

g. The Calendar Scheduling Notes have been updated by Al. We will continue to hold the Wall of Honor event in conjunction with the Friends Annual Meeting.

9. Friends of the Library Update:

a. The membership letter continues to bring in healthy amounts of renewals and donations. For the 4th year in a row, an Eastham couple has given us \$5,000 which has been dedicating to the director's e-Book budget. The last six weeks of merchandise sales have generated around \$1,500.

b. The Friends funded programs this summer have been very successful.

c. On Saturday, Sept. 17th at 4 p.m, the Red Hawk Singers & Dancers, members of the Wampanoag tribe, will perform and everyone is invited to attend. They have performed around the world promoting their message of indigenous values. This is being underwritten by the Friends' special community programming fund. Given that the Otha Day's drumming circle program, which was held on the pondside patio at the library, was so successful, this program will also be held at the library. In case of inclement weather, it will be held in the Turner Room.

d. The next meeting of the Friends is scheduled for Thursday, September 1, at 4 p.m.

10. Public Comment

There were no public comments

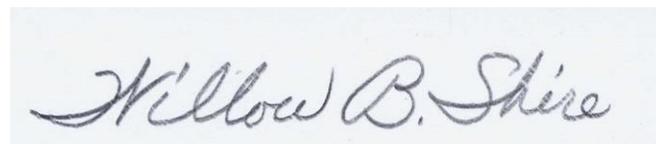
11. Next meeting: Tuesday, September 13, 2022 at 5 PM

Note: Trustees Agenda Planning Meeting occurs at 10am two Mondays prior to the second Tuesday of the month.

12. Adjournment:

A Motion (M. Mary, S. Ian) was made to adjourn at 10:45 am. Approved, 5-0.

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