



The Board of Trustees of the Eastham Public Library
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Joanna Stevens 2025
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Ian Hamilton–2025
Julien Lajoie –2024
Student Ambassador

MINUTES OF THE BOARD OF TRUSTEES OF THE EASTHAM PUBLIC LIBRARY
September 12th, 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 8

Present: Trustees: Al Alfano, Ian Hamilton, Mary Shaw, Willow Shire, Joanna Stevens
Library Director: Melanie McKenzie
Assistant Director/Adult Services: Karen MacDonald
Friends President: Debbie Abbott
NRHS Student Ambassador: Julien Lajoie
Member of the Public: Sara Higgins

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

2. Staff Visit with Karen MacDonald:

Karen shared an overview of the adult programming for the fall/winter. There have been numerous collaborations this year. The library will sponsor another walk at Fort Hill with Marcus Hendricks on November 3rd. Karen highlighted the collaboration with the Interfaith Council and the Wampanoag tribe. In December, Ian Hamilton may do an improv workshop and we will read *A Child's Christmas in Wales* in front of the fireplace. In January, Roland Sherman will talk about his photography from the 60's in conjunction with an exhibit of his work. Winter music will continue as it is one of our most popular programs. Multicultural activities will continue to be a focus of our programming.

3. Minutes: August 8th, 2023

A Motion (M.Al, S.Mary) was made to accept the minutes of August 8th, 2023.
Approved, 4- 0.

4. Financial Report:

- a. FY23 Library Operating Budget Final. Mary questioned the material expense for hotspots which doubled last year and which is supported by the Friends. The final report provides information for future year's budgeting. Mary expressed concern that the Friends supply 30% of the required materials budget. Melanie stated that she is working with the town to increase their contribution with the goal of the town fully funding the materials budget in the future. The report was accepted as written.
- b. FY23 Part time Total Salaries Expended
Reports were accepted as presented.
- c. FY25 Draft Budget. Increases in repairs and maintenance are included to ensure window washing and gutter cleaning are included. Increases in software are to be expected. As stated above, our expectation is that, each year, the town will cover an increasing amount of the 19% required spending on materials so we are less dependent on funding by the Friends.
- d. Memorial Gifts. There were no Memorial gifts.

5. Director's Report

- a. Financial Report (MBLC) – Draft report was distributed with the agenda. Final check and submission will be this week.
- b. New Library Hours – new hours, with the library open on Mondays, started September 11th. 120 patrons came to the library on our first open Monday. Sara stated that she appreciated the new hours as she has been going to Orleans on Mondays.
- c. Signarama has completed the updated signage projects, except for the damaged Reading Garden Door.
- d. Programs & Services Update:
 - i. Generative Writing Group every week on Saturday
 - ii. Sci-Fi/Fantasy/Horror Book Group on the first of the month
 - iii. Open Mic Night September 12th
 - iv. Short Story Discussion Group is back for Wednesdays in the Fall
 - v. September is Suicide Prevention Month. Mental Health Book Display in stairwell
 - vi. Climate Prep Week at end of September. The Library Calendar lists related events
 - vii. Film Noir with Marc Strauss, Saturdays, Sept 30-Oct. 21
 - viii. Mushroom Foraging at Salt Pond, Fri., Oct 6
 - ix. The Start of the '*So You Want To Write _____*' grant funded program, 2pm October 28th
 - x. Hell: A Tour through Art History with Gregory Williams on October 10th at 6pm
 - xi. Spooky Trivia Night on October 17th at 6pm

- xii. Community Spooky Story Slam on October 24th at 6pm
- xiii. An Evening of Horror with Eric LaRocca on October 31st at 6pm

- e. Transportation to Library programs. The Town has a fleet of vehicles for town use. It is possible that library staff could make use of these vehicles to help transport local patrons to library programs. More information is being gathered. Melanie is interested in hearing suggestions about how to determine the level of community need for the service.
- f. Fall Trustee Orientation at Eastham Library- Thursday, October 5th – Orientation is open to the public. Link to register is on Library Calendar. 26 people currently signed up and more promotion is going out. Maura gives her thanks for the offer to provide refreshments. **A MOTION:** (M.Al, S.Ian) to appropriate up to \$1,000 for refreshments for the MBLC meeting on October 5th from the Trustee Interest Account. Approved, 5-0
- g. Parking Lot Traffic Assessment & Parking Lot issues & Solutions There are many ongoing projects at DPW so the timeline is open. We will gather more information while we wait.
- h. Intellectual Freedom & Collection Development – The Library’s Collection Development Policy is the first line of defense against all formal and informal challenges to materials in the collection. It also serves to inform the public about their right to engage in discourse about the materials in the library’s collection. Patrons are welcome to inquire about why certain materials have been selected for the collection and why they have been placed in a particular subset of the collection. Patrons who would like to formally request that we reconsider of an item in our collection may fill out the REQUEST FOR RECONSIDERATION OF LIBRARY MATERIALS form, which is on the library website. Melanie has received two inquiries to date.
- i. In-Service Day – Close Library half day, November 3rd for Staff In-Service Training with Massachusetts Commission for the Deaf and Hard of Hearing to allow all staff to attend. Staff are interested in closing the library for a half-day in-service day to allow for this training. **A MOTION** (M. Al, S. Mary) to authorize the Library Director to close the library for a half-day (up to 4 hours) for in-service training on Friday, November 3rd, 2023. Approved, 5-0

6. Building Review.

- a. Parking Lot Signage has been installed to clearly indicate the traffic flow pattern.
- b. Pella is opting to replace the entire door to the Reading Garden to preserve the warrantee.
- c. Parking Lot Fence Repair. Aimee and Joanna helped to repair the parking lot fence.

7. Old Business

- a. Approve updated Wall of Honor documents
A MOTION: (M. Al, S. Ian) to approve changes to the Wall of Honor Rating Form, Nomination Form and Policy on the website to reflect the amended selection criteria for the Wall of Honor as recommended at the Trustees’ meeting on June 13th 2023. Approved, 5-0
- b. Draft Action Plan FY25 is based on the existing Strategic Plan.

8. New Business

Strategic Plan Committee Meeting. Melanie will suggest new dates in later October.

9. NRHS Student Ambassador

Joanna welcomed Julien Lajoie, a senior at Nauset Regional High School, who will be our Student Ambassador for the 2023/2024 school year. He mentioned that he is concerned with book banning and he supports our highlighting these books. He is also working to communicate with high school clubs to highlight their issues and the books that they are using in order to make them readily available through the library. He will share the book list with Melanie.

10. Friends of the Library Update

- a. The Library's Windmill Weekend "float", constructed in a collaborative effort by the Friends, the staff and the trustees, won GRAND PRIZE in the parade. The three leaders of the effort were Judy Sebastian, Roger Dumas and Karen MacDonald.
- b. Debbie Abbott, President of the Friends of the Library, was chosen as this year's Windmill Weekend honoree and got to ride in the parade in a beautiful 1955 Packard Caribbean.
- c. A Solar Energy Workshop, a collaboration between the Friends and the town's Climate Action Committee, will be held at the Library Saturday, October 28th. Terry Gallagher is writing an article for the Provincetown Independent to generate interest in the event, which will be held from 10 to 1pm with three homeowners offering tours of their solar installations in the afternoon. We will be offering refreshments.
- d. Traffic in the VIS Room book shop was high this summer. Nearly \$1,500 in books and CDs were sold during July & August and many high quality donations were received. Almost \$3,500 in merchandise was taken in during the same period. These numbers are much higher than last summer which is attributed to the increased post Pandemic visits to the Library.
- e. The copier was discussed in terms of the functionality and cost. The Friends are comfortable in covering the cost as it is a high quality, robust copier.
- f. The next regular meeting is October 18th, 2023.

11. Public Comment. There was no public comment.

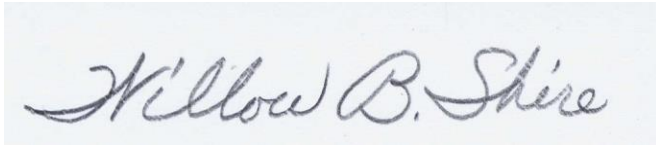
12. Next meeting: Wednesday , October 18th, 2023 at 4PM in the Turner Room.

*Trustees Agenda Planning Meeting will occur at 9 am on Wednesday, October 4th, 2023. *

13. Adjournment:

A Motion (M. Ian, S. Al) was made to adjourn at 7:00 pm. Approved, 5-0.

Respectfully submitted,



Willow Shire, Trustee

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