



**The Board of Trustees of the Eastham Public Library**  
190 Samoset Road  
Eastham, MA 02642  
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[www.easthamlibrary.org](http://www.easthamlibrary.org)

Joanna Stevens 2025  
Chair  
Ignatius (Al) Alfano–2026  
Vice Chair  
Willow Shire–2024  
Secretary  
Mary Shaw–2026  
Ian Hamilton–2025  
Julien Lajoie –2024  
Student Ambassador

**MINUTES OF THE BOARD OF TRUSTEES OF THE EASTHAM PUBLIC LIBRARY**  
**October 18<sup>th</sup>, 2023 at 4:00 p.m.**

**Location: Eastham Public Library - Eastham 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 (joined the meeting at 4:44pm), Mary Shaw, Willow Shire, Joanna Stevens

Library Director: Melanie McKenzie

NRHS Student Ambassador: Julien Lajoie

Absent: Friends President: Debbie Abbott

- 1. Call to Order:** The meeting was called to order by our Chair, Joanna Stevens, at 4:00 p.m. There was a comment from Trustee, Mary Shaw, about being prepared and the need to get information well in advance. She recommends that we postpone a meeting if we do not have time to prepare and all agreed.
- 2. Minutes:** September 12<sup>th</sup>, 2023  
**A Motion** (M. Al , S. Willow ) was made to accept the minutes of September 12<sup>th</sup>, 2023.  
Approved, 4- 0.
- 3. Financial Report: (Quarterly Review – July, Oct, Jan, Apr)**
  - a. FY24 Financial Report** has been submitted to the Massachusetts Board of Library Commissioners and awards go out in several months.

b. FY24 Library Annual Operating Budget. We have spent approximately 32% of our annual operating budget. We accepted the report as presented.

c. FY24 Memorial Account Balances. The Trustees' checking account was used for some part-time help, staff training, window washing and other miscellaneous items. Report accepted as presented.

d. FY24 Library Materials Budget. Our balance is exactly where Melanie expected it to be. All numbers are correct though there is an issue with the calculation of a formula which Melanie will address in the next report. Report accepted as presented.

e. FY24 Trustee Fund Commitments. The amount of ELBFI ( Eastham Library Building Fund Inc. ) Funds remaining was questioned and will be researched further and will be clarified at our November meeting. Staff development is an on-going activity. The report was accepted as presented.

f. Memorial Gifts. There were no Memorial gifts.

#### 4. **Director's Report**

a. New Library Hours: Mondays have had steady attendance, serving about 100 people per day. Family use of the Youth Services area is increasing. This past Monday, October 16<sup>th</sup>, there were 7 families in the Youth Services Room. Marianne Sinopoli stated that we began with 2 families on the first open Monday and 5 families for next three weeks.

b. CLAMS App: CLAMS had initially thought that the library app we had been using would be compatible with our new ILS. It is now clear that this is not the case. Until appropriate fixes can be made to the existing app or a new app is selected, the CLAMS app has been taken out of the app store. Patrons who need mobile access to their library accounts may sign in through an internet browser as they used to do.

#### c. Programs & Services

i. Regional Transit Authority (RTA) Information Session – In partnership with the Council on Aging (COA), the library is hosting an information session by the RTA on using their services on November 8<sup>th</sup> at 1pm. The COA will be offering rides from their facility to the library.

ii. Staff training with Mass Commission for the Deaf and Hard of Hearing will be held on November 3<sup>rd</sup> from 1-3pm. The library will be closed from 12-4pm on that Friday to accommodate this training.

iii. Fort Hill Walk with Marcus Hendricks on November 3<sup>rd</sup> has been initially advertised in-house only to give preference to local community members.

iv. Film Discussion Series has had consistent attendance in-person and online.

v. Mushroom Walk Program had 30 participants and has been a well-received new program.

vi. FREE Citizenship Course is being offered here in collaboration with the Immigration Resource Center at Community Action Committee of Cape Cod & Islands. This 6-week course will run Tuesday evenings Oct 24<sup>th</sup> through Dec 5<sup>th</sup>. No class Tuesday Nov 21<sup>st</sup>.

vii. Halloween events: Thanks to the Friends for sponsoring the exciting variety of Spooky Programs which we are offering this month, including the Halloween on the Green on October 28<sup>th</sup> .

viii. Sharing Kindness has applied for grant funds to develop *Grief 101: Improving Grief Literacy* in our community. They propose to develop grief resource materials with two of their trauma-informed,

grief-focused clinicians with three Cape libraries, Eastham, Brewster and Hyannis - libraries that have already been collaborating with Sharing Kindness. The goal is to present at libraries in each town on the Cape. The presentation will define grief and grieving; examine grief for children, teens and adults and how differently grief can appear at different developmental ages; examine the impact of grief on health and wellness; review that the goal is not to take away the pain of grief, but to allow an opportunity for the bereaved to express it; discuss grief myths; share what to say and what not to say. Other resources available at the library, and resources through other community partners will be shared.

ix. Marianne and Karen will visit Lighthouse Charter School on Tuesday Oct 24th to view the Rowland Scherman Civil Rights Exhibit and discuss logistics with the headmistress for its transport to Eastham Library for the January exhibit.

x. Mary recommended that a link be established in the Collection Development Policy to the ALA's (American Library Association's) LIBRARY BILL OF RIGHTS.

d. Professional Development

i. There are MLS grants to allow library staff to attend the PLA Conference in Columbus, Ohio. Grants cover food and travel for one attendee from interested libraries.

ii. ALA offers a grant for ecourse reimbursement. The grant will cover funding for one of our part-time librarians to be reimbursed for a course on sign language.

iii. MBLC held its regular meeting and a Trustee Orientation at the Eastham Library in October.

iv. Melanie will attend a free digital MIIA Trainings for Managers: 5-part Leadership Series on Thursday mornings starting November 2 and 2 Leadership Sessions on Communication for New Managers (October 31 & November 8, \$45 each)

e. Budget season. Melanie had an FY25 budget preparation meeting with the Town Finance Director at the beginning of October and a draft budget was approved by CLAMS at the end of September.

f. Miscellaneous items

i. Planning – the Library Director will be meeting with a MLS Consultant on Monday, 10/23

ii. Potential furniture loan to Outer Cape Health satellite office, to be located in Town Center Plaza, for waiting room furniture & office chairs was discussed with more information about exactly what is needed to follow.

iii. Eastham is moving to online timecard system. Our staff did training with Brian from payroll last week.

g. Friends of the Library Week: We appreciate the Friends of the Library for their incredible support, dedication, and creativity! The Eastham Library community is so appreciative of all they do.

h. FY 25 Material Budget should be fully funded by the Town. \$115,000 is required to meet the State requirement and we will ask the Town to fully fund the materials budget. This will free resources from the Friends for additional programming. Melanie will talk with the Town Finance Manager to make this request. This does not negate our priority to ask for full funding for staffing. We will invite Aimee Eckman, member of the Select Board, to attend a future Trustees' meeting for further discussion.

**5. Building Review.**

a. Gallery Lighting Update. Willow reported that she had received one bid with a range of pricing,

depending on the quality of the fixtures. The range was approximately \$10,000 to \$16,000 for the Red hallway. She is trying to identify two other electricians to get quotes.

b. Reading Garden Door Update. Melanie reported that the door will be replaced after the Turnip Fun Day but we will be flexible.

## **6. Old Business**

a. Policy Review is an ongoing activity.

b. Trustee Orientation Checklist will be redistributed for discussion at the next meeting.

## **7. New Business**

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

b. MBLC Board Meeting & Trustee Orientation included information on book banning and Mary suggested that we revisit staff security training given the emotional topics of the day.

## **8. NRHS Student Ambassador**

Julien is a member of the Hope Squad, a group of high school students willing to support students who have thoughts of suicide and he hopes to connect this activity to the library. Racism and homophobia are issues everywhere including the high school and Julien believes that the library can be helpful with this. The high school library is now located in the cafeteria.

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

a. Turnip Fun Day, the Taste of Turnip participants list, and the Saturday morning Farmer's Market on Nov. 18 will need lots of volunteers.

b. Judy Sebastian thanked the Friends for their support of Express Books, which provided Eastham patrons priority access to about 300 popular titles during the summer. An interesting conversation followed about the overall process of book acquisitions.

c. Friends of the Library Winter Music Series is taking applications until November 1<sup>st</sup>. Art Dimond is the representative to the Friends on the program committee.

d. The Solar Energy Workshop is from 10 to 1 p.m., with home tours to follow from 2 to 4 p.m. on October 28<sup>th</sup>. Five volunteers will set up and assist with the refreshments.

e. The Halloween on the Green community event is 3 to 5 p.m. on October 28<sup>th</sup>. Five volunteers will assist Fran with the "Trick "n" Treat" table at Windmill Green. The Friends will fund the book give-away and, of course, the candy.

f. The next regular meeting is November 2<sup>nd</sup>, 2023.

**10. Public Comment.** There was no public comment.

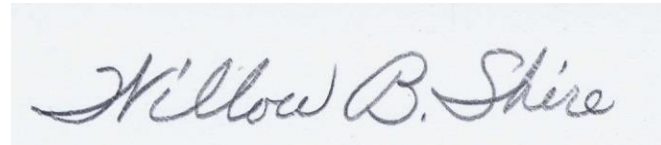
**11. Next meeting:** Tuesday, November 14<sup>th</sup>, 2023 at 5PM in the Eastham Room.

\*Trustees Agenda Planning Meeting will occur at 9 am on Wednesday, November 8<sup>th</sup>, 2023. \*

**12. Adjournment:**

A **Motion** (M. Mary , S. Ian) was made to adjourn at 5:35 pm. Approved, 5-0.

**Respectfully submitted,**

A rectangular box containing a handwritten signature in cursive script that reads "Willow B. Shire".

**Willow Shire, Trustee**

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