



The Board of Trustees of the Eastham Public Library
190 Samoset Road
Eastham, MA 02642
508-240-5950
www.easthamlibrary.org

Ignatius (Al) Alfano–2023
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Joanna Stevens 2025
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Willow Shire–2024
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Mary Shaw–2023
Ian Hamilton–2025
Bailey Nobili –2023
Student Ambassador

MINUTES OF THE BOARD OF TRUSTEES OF THE EASTHAM PUBLIC LIBRARY

October 25th, 2022 at 5:00 p.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.

This meeting/hearing will be held in-person at the location provided on this notice. 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/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: Devon Baker

Absent: Bailey Nobili- Student Ambassador

- 1. Call to Order:** The meeting was called to order by our Chair, Al Alfano, at 5:00 p.m.
- 2. Minutes:** September 13th, 2022
A Motion (M. Mary, S. Ian) was made to accept the minutes of September 13th. Approved, 4-0
- 3. Financial Report:**
 - FY23 Materials Budget. Mary commented on the Materials budget and Melanie will follow up on her questions.
 - The Library Director Financial Report to Trustees. Melanie commented that Useful has not finalized their charges and she will have to return to the Trustees with a final cost. Also noted was that State Aid and Bohlen Funds need to be added to the Fund Worksheet

- c. FY23 Account Balances & Update from Finance Team. On behalf of all the Trustees, Mary expressed frustration with the lack of a simple way to understand the Library Trustees' monthly checking statement regarding what has been spent and what is available. Melanie believes that someone in the town Finance Department is working on this.
- d. FY23 Fund Commitments. The worksheet was omitted from the packet.
- e. FY24 Operating Budget. There were no comments.
- f. One Memorial Gift in memory of George Erikson was received and acknowledged.

4. Director's Report

- a. Library Hours & Services Update. The Library Staff worked extremely hard to provide regular services despite several staff being out recently. Part-time staff members, Judy Sebastian and Connie Wells, worked to get new books out to Eastham patrons in a timely manner in spite of delays from our vendors and Barbara Honda provided additional coverage while other staff were out while also keeping up with her regular projects.
- b. The Town has stated that they will not be adding any new library positions for FY24 and, as a result, the Library Director has been considering additional ways to expand offerings to the Eastham Community. The Library Director is no longer considering any changes to library hours at this time. At the same time, the library staff is over-worked and there is little flexibility to accommodate illness or other staffing issues. The Trustees asked Melanie to gather more information including a description of a potential part-time position to ease the workload on the current staff and provide an estimate of the cost for future discussion.

Debbie Abbott noted that other town departments continue to add staffing to accommodate increasing demands from the town but this has not been extended to the library in spite of the dramatically increased workload.

- c. Thanksgiving holiday library hours. Melanie recommended that the library close all day Thursday and Friday with normal hours applying to the Wednesday before and the Saturday following the holiday.
A Motion ,(M. Mary S. Al) to close the library all day on Thursday and Friday of the Thanksgiving holiday. Approved, 5-0
- d. Melanie has conferred with the Finance Director regarding funding for outdoor library lockers, which would allow for contactless 24/7 retrieval of library items. Melanie has put in a capital request for FY24 for funding for this project.
- e. Programming Update & Community Offerings. The recent concert with Natalia Bonfini went extremely well with 65 attendees. We expressed appreciation to Karen on a wonderful community program and thanked the Friends of the Library for sponsoring this concert.
- f. The Short Story Group was coordinated by Karen & Freya and has a committed following of about 7 participants There is room to grow as interest increases. The group is self-sustaining,

with members contributing ideas for future reads and taking turns leading the discussion. This month, Karen also brought back her traditional book club. 6 people attended, with most being new participants.

- g. Corey coordinated four thematic events: The Fantastic Reads Book Group had 8 participants with several members staying afterward to attend horror writer, Paul Tremblay's author talk, which had almost 30 attendees. Greg Williams' *Before Salem: "Witches" in Massachusetts* event had nearly 40 attendees. Corey has also started a Manga and Comics Club for Teens, which will be the third Thursday of each month starting in November.
- h. Saturday, October 22nd was the Halloween Trick or Treat event on Windmill Green. Fran McLoughlin coordinated a library table and many Friends of the Library volunteered to help.
- i. The Suicide Awareness and Prevention Forum did not have the turnout staff had hoped for. There was a decent showing of professionals in the mental health field but attendance by local parents and youth was low. This event took place during Nauset High Homecoming Week. Marianne Sinopoli mentioned that the timing of this event could have been better for local families and she will take this into consideration for future events on this important topic.
- j. The library will be hosting the Light Up Your Life drop-in support group for members of the community with Seasonal Affective Disorder (SAD) for 7 weeks over November and December. Year-round residents of Cape Cod may be familiar with the adverse impacts of the dreary winter months and library staff are pleased to be able to host this support group.
- k. Marianne has been eagerly promoting the upcoming Fraud Prevention Workshop with the Eastham Police Department and representatives from Cape Cod 5. This event will be October 26th at 2pm.
- l. Fall Art Exhibitions continue with the Eastham Painters Guild showing their exhibit *Cape Cod: Picture Perfect* in both the Turner Room and the Red Gallery through the end of October. The Artist Reception for this exhibit was held October 22nd.

Mark Chester will exhibit *The Bay State: A Multicultural Landscape* in November and December. This photography exhibit on 'New Americans' will be paired with a presentation on November 5th by Mr. Chester and Stephanie Souza, an Immigration Attorney. This exhibit and program was coordinated by Marianne Sinopoli and funded by the Friends of the Eastham Library.

- m. Youth Services programs have had steady participation from local families. Lego Free Play on Tuesdays from 3-4:30pm has had between 8 and 10 participants. Read & Play with Miss Lucy from Cape Cod Children's Place is full every Wednesday with 8 families. Fran has also brought back Saturday Fun-Days, where families have access to a subset of library toys in the Children's Programming Room from 10am-2pm. About a dozen people participate each week. Regular Story Time on Thursday mornings continues to be well attended with 8-10 participants. This month's Story Walk is *Click-Click Boo!* and next month it will feature Jan Brett's *The Turnip*.

- n. Last week was National Friends of the Library Week. Eastham Library Staff, Town Administration, and the Eastham Community are truly indebted to the Eastham Friends of the Library for their ideas, endless support, and wonderful generosity. On behalf of the greater library community, Melanie extended a heartfelt ‘thank you’ to the Friends of the Library.
- o. ARIS & Financial Report. The ARIS Report and Financial Report were completed by the Library Director at the end of August and September respectively. No further action is required at this time.
- p. MBLC Action Plan. The annual Action Plan, as required by MBLC for library eligibility for LSTA grants, is due in December. The Library Director will prepare this for Board of Trustees’ review at their November meeting.

5. Building Review

- a. An insurance adjuster has evaluated the broken fence. Once the town receives a follow up report from the adjuster, repairs will be made.
- b. Two of four EV charging stations are out of order and need attention. This should be added to the building checklist.
- c. There continues to be no progress on our ability to get Farrell Electric to evaluate the capacity of the library’s emergency generators. This is especially important with the closure of the high school which has been the town’s primary emergency shelter. This must be included in the building checklist
- d. There has been no progress on our request to add directional signs to the upstairs rest rooms and this will be added to the building checklist.
- e. There also has been no progress on moving the Bulletin Board on the front lawn and this needs to be addressed.
- f. Melanie will contact John Roughley, the new DPW Director, about cleaning the gutters before they become a problem.

6. Old Business

- a. High school use of study space vis a vis construction at NRHS. Discussion will occur when Bailey can be with us.
- b. Trustees By-Law Review & Approval
A Motion: (M. Al, S. Ian) to change the reference in article II, section 4 ‘a member who fails to attend four consecutive board meetings...’ to ‘a member who fails to attend three consecutive board meetings...’,
 Approved 5-0.

This change will make the Library Trustees' By-laws consistent with other town committees. A Motion: (M. Al, S. Ian) that we amend the by-laws to address several 'typos'.

In article 4, delete reference to revision date.

In article III, line 4 and in article IX , line 2 change 'wilt' to 'will'

Approved 5-0

There was consensus that we will include today's date as the date that the by-laws were amended. The next scheduled review will be in FY 2028 (July 2027).

7. New Business

- a. Library Policies List. Joanna will review the library policies and report to the Trustees on when our policies were last reviewed and recommend actions going forward.
- b. Prepping for Thank You to Library Staff. The staff was very appreciative of previous gifts and is interested in receiving library 'swag'. Melanie will provide a recommendation which will be reviewed in the November meeting. Al will work with Melanie on this.

8. Friends of the Library Update

- a. The Library / Friends of the Library area at Halloween on the Green Saturday was well attended and all the young folks were appreciative of picking out their own free book. AND candy !! Anton's photos on Facebook were terrific.
- b. Natalia Bonfini's concert with more than 60 attending set the tone for the "winter" music programs, sponsored by the Friends. We had developed quite a following pre-Covid and everyone seems enthusiastic and ready for more. We'll have Cathy Hatch and the Cape Cod Ukelele Club at the Chapel in the Pines on Turnip Day November 19th and the Black Whydah group in December. Karen and her music programming committee are working on five concerts for January-March.
- c. The Friends are gearing up for the next big event – Turnip Day! We'll have volunteers in the Library, next door at the Chapel, and at the Saturday morning Farmer's Market in Orleans.
- d. Two requests from the library director were acted on:
 - i. We have increased the number of Hot Spots funded by the Friends from 12 to 15, bringing the total cost to around \$1,800 annually.
 - ii. A second rolling walker for use by patrons was purchased and is in the vestibule.
- e. We asked Melanie to increase the number of copies of Book Page we get every month. It seems like we run out every month. In discussion with the company rep, she also has added a digital subscription for our patrons. This brings the annual total for Book Page to \$1,300. The digital is not inexpensive so we're able to track usage and see if, after a year, it's worth it.
- f. We followed up on Trustees previous discussions about encouraging more Nauset students to use the library, especially in light of the high school renovation. The idea of student clubs meeting here was mentioned. The daughter of one of our board members is the faculty advisor to several clubs including the social justice and gender equity groups. She has been asked to reach out to Marianne.

g. The next Friends meeting is scheduled for Thursday, November 3, at 4 p.m.

9. Public Comment. There was no public comment

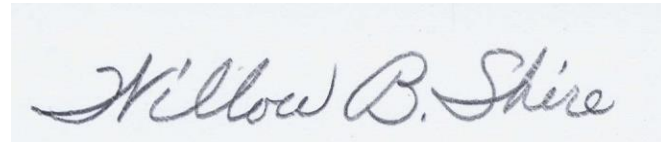
10. Next meeting: Tuesday, November 8th, 2022 at 5 PM

*Trustees Agenda Planning Meeting will occur at 11am on Monday, October 31st, 2022. *

11. Adjournment:

A Motion (M. Joanna, S. Ian) was made to adjourn at 6:15 p.m. 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, slightly textured background.

Willow Shire, Trustee

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