

Brooks Free Library Board of Trustees

Wednesday, April 10, 2013 7:00 pm

Thornton Room, Brooks Free Library
739 Main St., Harwich MA 02645

Agenda

1. Call to Order/Attendance
2. Approval of Minutes of March 13 2013
3. Public Comment
4. Reports:
 - A. Chairman
 - B. Library Director
 - C. Building Maintenance Committee
 1. Emergency Lighting Project
 2. CFL Lighting Project
 3. Parking Lot Lighting project
 4. Phase I - Exterior Work
 5. Updates on other work
 - D. Liaison from Board of Selectman
 - E. Friends of Brooks Free Library
5. Correspondence:
 - A. Invitation to attend April 23rd presentation "The Future of Libraries" by American Library Association President Maureen Sullivan
6. Old Business:
 - A. Update on Compliance with State Ethics Test Requirement
 - B. Articles for May 2013 Annual Town Meeting - discussion & vote
 - C. Reorganization Plan - discussion and vote
7. New Business:
 - A. Acceptance of Donations
8. Trustees' Report
9. Adjournment

Authorized posting officer

Virginia Hewitt
Brooks Free Library

Date: 4/4/2013

Posted by

Town Clerk's Office

Date: _____

Agenda submitted electronically to Town of Harwich for posting April 4, 2013

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Minutes
Brooks Free Library Board of Trustees
Wednesday March 13, 2013
Thornton Room, Brooks Free Library
739 Main Street, Harwich, MA 02645

DRAFT

Call to Order: The meeting was called to order by Chair Mary Warde at 7:11 PM. Present were Mary Warde, JoAnne Brown, Jeanne Wheeler, William Crowell, Kathleen Remillard. Also present were Virginia Hewitt, Library Director and Selectman Linda Cebula.

Approval of Minutes: Jeanne Wheeler moved to accept the minutes of the February meeting. William Crowell seconded the motion. Approved by unanimous vote.

Reports:

Chair:

- Hewitt will attend the Legislative Breakfast in Mashpee on Friday March 15th with Warde. Also, Jim Merriam, Suzanne Martel and Emily Milan will attend. Hewitt will give a talk on Emergency Management Planning. Warde shared articles from the Harwich Chronicle and Harwich Oracle with the Board regarding Library Articles to be placed on the May Town Meeting Warrant.

Director:

- Damage to the fence around the chiller from the February snow storm has been repaired, but needs to be painted. Cement has been poured for parking lot lights in the upper lot. There was a leak on the Mezzanine over the stairs during a heavy rain storm. Hewitt notified the Highway Department. Hewitt encouraged the Board to look at “*Tumblebooks*,” an online collection of animated, talking picture books for children, which is available to patrons from the library’s website.

Building Maintenance:

- Hewitt noticed during a recent power outage that some emergency lighting was not working. Wheeler asked Dave Hollett (Systems Contracting, Inc.) to come back and check that all work has been done and to provide a brief training on the emergency lighting.
- There is no change on the CFL lighting project.
- Parking lot lighting – as mentioned in Director’s report, the cement has been poured for the footings.
- No progress has been made on Phase I – Exterior Work.
- Wheeler asked RPM to measure for first floor carpet. One section was measured and they will be back next week to finish.
- Front door has not been repaired.

Liason from Board of Selectmen

- No report.

Friends of Brooks Free Library

- The new furniture for the mezzanine has arrived.

Correspondence:

- Letter from the Cape Cod Five informing the library that the Lonne O. Willis Living Trust has left a \$1000 bequest to the library. It should arrive by the end of April 2013.

Old Business:

- Ginny reminded Board members to take the State Ethics test, if they haven't already.
- Presentations have been made to the Finance Committee and the Board of Selectmen. Healthy Air Solutions provide a cost estimate of \$2,700 for the Emergency Light Inverter exhaust venting and Ginny has authorized this work to be done from this year's budget. This means the cost of venting can now be removed from the Town Meeting Article.
- See the Director's report for the reorganization plan.

New Business:

- Wheeler made a motion to accept a \$25.00 donation to the gift fund from Robert and Joanna Waggon in memory of David Braun. Crowell seconded. Approved by unanimous vote.

Adjournment:

- Wheeler made a motion to adjourn at 8:35 P.M. Crowell seconded. Approved by unanimous vote.

Respectfull submitted,

Kathleen Remillard, Trustee

**Brooks Free Library
Library Director's Report
April 5, 2013**

Operations:

Cape and Islands Library Legislative Breakfast:

I received good feedback from the legislators and librarians after my presentation on the role of libraries in helping communities recover from a disaster. Rep. David Vieira has worked for FEMA and is very interested in helping us further the effort to implement and expand the concept locally.

Programs:

April Vacation week starts with a performance of Marcus the Magician on Sat. April 13th at 2 pm. We'll have our regular story-times, Legos and craft programs and a Thursday afternoon Library Cinema showing of "Rise of the Guardians."

Author and historian Jim Coogan will present a talk "Slavery, Indenture and the Abolition Movement in Pre-Civil War Cape Cod" on sat. April 25th at 2 pm. This program is co-sponsored by the Harwich Historical Society.

Crafty Saturdays, a new program led by Public Services Librarian Suzanne Martell on the 1st Sat of the month, will be Book Page Flowers on April 6th at 10:30.

The new Kids Kinect program we started in March on Wednesday afternoons is going well. It's been popular and it is great to have a second regular afternoon program again.

The Friends' First Sunday program series features artist Mary Alice Eizenberg on Sunday, April 7 at 2 pm. the next program on May 5th will feature a talk on Maritime History by former Harbormaster Tom Leach.

Technology Instruction:

Reference Librarian Jennifer Pickett and Admin/Reference Assistant Emily Milan will hold "E-Reader and Tablet" workshops in the next month. Two sessions will be at the Library - Sat. April 20th at 11 am and Thurs. April 25th at 11 am - and one session will be offered at the Council on Aging on Monday, May 6 at 9:30 am. They'll provide an overview of the library's collection of eReaders and tablets, demonstrate how to download eBooks to the Kindle and iPad followed by a question and answer session. Attendees will then have the opportunity to explore and examine the different devices.

These workshops are in addition to the drop-in "E-book Help" sessions we offer on Thursday mornings, which continue to be popular. Jennifer, Emily and Senior Library Technician Gordon Benoit also provide e-book help as needed, multiple times per day. If it's too busy to provide detailed help at that time, they make appointments for the patron to come back when we have enough staffing to provide one-on-one instruction.

Use of the Collection:

CLAMS was down for 2 full days this month, which reduces the number of items checked out. Circulation at CLAMS libraries as a whole was down 4.4% in March and is down 1.1% for the year. Our direct circulation (items checked out here no matter what library owns the item) was 14,741 items in March, down 1,121 items compared to March 2012. We were open fewer hours this March, so circulation per open hour was down 2.1% from last March. Circulation of our items (here and at other libraries) was 16,730 items, also down slightly per hour, 2.0%, from March 2012.

Reduced circulation of physical items is expected to continue for several reasons. As you know we have reduced our FY13 spending on library materials 5% to reduce spending from trust funds. We're not purchasing as many bestsellers and newly released movies and ordering fewer copies of popular items, an important factor that affects circulation.

We're also affected by regional and national trends. As the number of electronic resources libraries provide expands and the use of those resources by patrons grows, this reduces the circulation of physical items - a book is downloaded, for example, or a patron uses an online language resource rather than checking out an audio-CD. Use of the virtual collection reduces use of the physical collection. Finally, as the economy improves and discretionary spending resumes, more people resume buying bestsellers and movies (or renting or paying to stream them) rather than wait on a library hold list.

As discussed above, use of our electronic resources continues to grow. The check-out of e-books and downloadable audio-books through our Overdrive service is up 34% this year and we've just added Tumblebooks e-books for Kids to our virtual collection. Mango Online Languages is receiving much heavier use as foreign language students from Harwich Middle School use the service, and we're assisting more patrons with vision loss and print disabilities download e-books from the National Library Service.

Our year to date, our direct circulation of physical items and use of some of our electronic resources is 156,111 items, which is 711 fewer items than last year at this time (-0.45%), so it's holding steady. This count does not include use of all electronic resources, however, so our direct circulation is most likely slightly above last year. Circulation of physical items we own (here and at other libraries) is down 2,877 (-1.6%) this year as fewer requests are being placed CLAMS-wide.

VITAL Program

Assistive Technology Coordinator Carla Burke gave a presentation on our instructional program and services we offer for people with disabilities at the March 23rd meeting of the Cape Cod Affiliate of the Blind Veterans Association.

Assistive Listening System:

Carla has been developing procedures for informing program attendees and checking out the components of the new assistive listening system. Use of the system began but was then delayed a few weeks when a component had to be returned for repair. Training of staff members has begun.

Brooks Free Cinema Summer Movies:

Our inaugural 4-week season of outdoor movies was extremely successful last summer. This year we'll offer an expanded 6-week schedule and are working again with the Harwich Youth Counselor and members of the Youth Consultation Committee and also with a new partner - the Harwich Conservation Trust. HCT's summer interns will provide much needed help setting up and taking down the screen and equipment and will help staff the movie nights. Brooks Park has been reserved and we've purchased the public performance rights for the movies. The Recreation and Youth Department and Chamber of Commerce are helping us publicize the movie nights. Work continues on other arrangements - face painting, pre-movie activities, sale of snacks and drinks, etc. The films are family-friendly, and we tried to focus on movies related to nature and the outdoors, though selection is limited by what licenses are available and Disney's black-out dates (when you can't show another Disney film.)

The 2013 schedule is:

July 11: Over the Hedge

July 18: Dolphin Tale

July 25: Finding Nemo

August 1: Madagascar 3

August 8: 101 Dalmatians

August 15: The Lorax

Historic Preservation/Emergency Management Workshop

Chairman Mary Warde, Trustee JoAnne Brown and I will attend the Cape Cod Commission's Annual Historic Preservation Workshop on April 8th. Gregor Trinkaus-Randall from the Mass. Board of Library Commissioners present a talk about COSTEP (Coordinated State-wide Emergency Planning), one of the state committees I serve on, titled "COSTEP: Your Emergency Management Partner for Cultural Resources." This group is working to bring together emergency management officials, local planners and the cultural resources community (archives, museums and libraries.)

Youth Services:

Youth Services Librarian Ann Carpenter is serving as Vice President of the Cape and Islands Children's Librarians Roundtable and becomes President in July. This group meets bi-monthly to exchange information and ideas and for continuing education sessions.

Ann will attend "Growing Curiosity: an early childhood STEM conference" on April 6th, a workshop that's being presented by Monomoy Regional School District and Lower Cape Early Childhood Councils. (STEM has become a common acronym for programs and curriculum fostering children's interest and education in the areas of Science, Technical, Engineering and Math - fields where America's students lag behind other nations.)

This month we're hosting a large display of posters about recycling created by the Middle School's Harwich Cares Club. Come in and learn from the display any time.

Building Maintenance:

Parking Lot Project

The Hwy and Maint Dept. finished installing the parking lot lights. The upper lot is much safer and staff and patrons have been really appreciative! Highway will patch the small area of asphalt that had to be dug up for wiring. Railroad ties edging the upper lot also need replacement. Enough funds remain in this article to be re-purposed at Town Meeting to fund Article 30 (Air Conditioning in Electrical and Computer Rooms.)

Damaged Enclosure:

The Hwy and Maint Dept. installed a new post and repaired the fence surrounding the chiller that damaged during snow removal. The wood needs to age before it is painted.

Leak on Mezzanine:

The leak discussed last month became much worse a few weeks later and we had to block off the stairs to the Mezzanine and 2nd floor. Highway found some flashing on the roof had separated at a soldering point and caulked it. We've removed the tarps and buckets and can use the stairs again. The damaged ceiling needs to be patched and painted.

Plumbing

Trustee JoAnne Brown has been coordinating the work to replace the 2nd floor water fountain. The plumber and electrician will install it Mon. April 15th. That's a holiday so no staff will be in, but JoAnne has volunteered to supervise the work.

Emergency Lighting:

Trustee JoAnne Brown and I met with the electricians March 29th to review emergency lighting. They added circuits for the lights in the two 2nd floor restrooms to the inverter, so all areas now have emergency lighting. They provided operation manuals and a set of electrical plans. Like the sets previously provided by the engineer to us and the Town Engineer, the plans were incomplete, including only the east half of the building. Now that we've met with the contractor and resolved the restrooms emergency lighting, we will be contacting upper management at the engineering company to make them aware of the inadequate design work and to request a complete set of plans and assistance with the cost of installing venting and air conditioning for the inverter.

Venting of Electrical Room

Healthy Air plans to install the hydrogen sensor and venting system next week.

New Phone System:

I've spent a significant amount of time in the past month preparing for the new IP-based phone system Town Technology Coordinator is planning to install - documenting the existing phone and data connections and meeting with the cabling contractor. The current phone system is inadequate with only 2 voice lines and the phones themselves are failing. The work

has been pushed back several times but is now planned for late April. Work is expected to be completed in one day on a Monday, so Library operations won't be affected. Running new cabling through the building would be difficult and costly, but the contractor believes he can use the existing voice cables. He also hopes to include some improvements to our data networks in this project.

Other building work:

Hwy and Maint Dept. completed the adjustment of the crash bar/locking mechanism on the front door and it's in use again. They also repaired the Reference area window so it is no longer stuck open several inches.

Open Cape

CapeNet ran the fiber optic cable from the pole into our computer room on April 3rd.

Financial:

FY13 Budget

A year-to-date budget spreadsheet is included in your packet.

Articles for May 2013 Town Meeting

Article 29 - The Selectmen and Finance Committee have both voted support of the \$29,000 from free cash for Library Technology.

Article 30 - Venting and AC for basement Electrical and Computer Rooms - As reported previously, the venting work is being done now from this year's budget and the cost of air conditioning has been reduced \$7600. The motion at Town Meeting will use \$7600 remaining in our May 2011 Annual Town Meeting article for the parking lot as a source of funds for this article. With this source of funds it is expected the Selectmen and Finance Committee will also vote to support this article.

A source of funds for Article 31 for Interior Maintenance projects and Article 32 for Phase II of the Exterior Work on the original Cape Cod Five Bank Building has not yet been identified. The Selectmen may have some funds available to do pieces of this work and have asked the Trustees for a prioritized list of the work.

Gifts to be Accepted:

Clifford Fisher, a member of the Cape Cod Affiliate of the Blinded Veteran's Association, donated an Eye Pal Solo (a camera-based reading device) valued at approximately \$1,275.00 to \$1,995.00, to the Library.

There were no monetary gifts this month.

Respectfully submitted,

Virginia A. Hewitt
Library Director

FY13 Budget Balance as of 3/31/2013

AREA OF EXPENDITURE	Appropriated Amt	Spent	Remaining Balance	Percent Spent
Advertising	\$160.00	\$0.00	\$160.00	0%
Dues, Subs & Travel	\$2,000.00	\$920.61	\$1,079.39	46%
Electric	\$34,603.00	\$17,097.07	\$17,505.93	49%
Maintenance & Repair	\$37,414.00	\$24,353.77	\$13,060.23	65%
Library Supplies	\$10,640.00	\$3,524.88	\$7,115.12	33%
Educational Supplies	\$98,750.00	\$79,273.27	\$19,476.73	80%
Gas	\$13,000.00	\$9,308.47	\$3,691.53	72%
Office Supplies	\$4,050.00	\$3,770.35	\$279.65	93%
Professional & Tech	\$37,747.00	\$35,882.41	\$1,864.59	95%
Water	\$601.00	\$445.61	\$155.39	74%
Total Library Expenses	\$238,965.00	\$174,576.44	\$64,388.56	73%
Wages & Salaries	\$429,265.00	\$314,596.77	\$114,668.23	73%
TOTAL	\$668,230.00	\$489,173.21	\$179,056.79	73%