

Brooks Free Library Board of Trustees

Wednesday, Aug. 14, 2013 7:00 pm

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

Agenda

1. Call to Order/Attendance
2. Update on Lang Fund - Paul Probolus, Cape Cod
3. Approval of Minutes of July 10 2013
4. Public Comment
5. Reports:
 - A. Chairman
 - B. Library Director
 - C. Building Maintenance Committee
 1. Emergency Lighting Project
 2. HVAC Project
 3. CFL Lighting Project
 4. Phase I - Exterior Work
 5. Phase I - Carpeting
 6. Updates on other work
 - D. Liaison from Board of Selectman
 - E. Friends of Brooks Free Library
6. Correspondence:
7. Old Business:
8. New Business:
 - A. Closing for Cranberry Festival Music and Craft Fair
 - B. Acceptance of Donations
 - C. Capital Outlay Submission
8. Trustees' Report
9. Adjournment

Authorized posting officer

Posted by

Virginia Hewitt
Brooks Free Library

Town Clerk's Office

Agenda submitted electronically to Town of Harwich for posting Aug. 8, 2013

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Minutes
Brooks Free Library Board of Trustees

Wednesday July, 10 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 7:10 P.M. Present were Mary Warde, JoAnne Brown, Jeanne Wheeler, Kathleen Remillard, Joan McCarty, Ann Emerson, and William Crowell. Also present were Virginia Hewitt, Library Director, Clarice Brown, President of Friends of Brook Free Library, and Fred Rys, Treasurer, Friends of Brooks Free Library.

Approval of Minutes: The June 12, 2013 minutes were amended to insert the word “co-chairs” for the members of the building Maintenance Committee as stated in the slate of officers. JoAnne Brown made a motion to accept the minutes as amended. Jeanne Wheeler seconded and it carried by unanimous vote.

Reports:

Chair:

- There was no formal report.

Library Director:

- Ginny reported that the Selectmen approved the library re-organization plan and the Union approved the re-classifications. She will advertise when officially notified.
- Met with the Interim Town Administrator and the final candidate for Town Administrator.
- Informed the Board she was selected to attend “New England Library Leadership Symposium” from July 29th to August 2nd. The program focuses on leadership styles and issues facing libraries. Mary Warde complimented Ginny on her acceptance.
- Jack Sullivan has started painting the Banks Street side of the building.
- The HVAC is working properly. Air-conditioning work in the Computer Room has not been started.
- Ginny reported that she spent a couple of hours talking to Barry Worth and Terry Hayden concerning acquiring a generator for the library.
- Continues to work on installing new version of MS Office on library computers.

Building Maintenance Committee:

- The committee co-chairs reported that we still owe Gaskell money for the emergency lighting. The HVAC Project is mostly done.
- There are a few CFL lights not working.
- There has been no change in Phase I of the exterior work. Ginny will get more information in August for the Capital Plan regarding Phase I of the carpeting. As previously mentioned, Jack Sullivan has started the exterior painting.
- Joan McCarty asked if there is a pending work order list for maintenance. She also asked if the list gets forwarded to the Town Administrator, the Board of Selectmen and Lincoln Hooper, Director Department of Public Works. Ginny said she calls and check on the status. William Crowell made a motion to have the Building Maintenance Committee send

a list of pending work orders to the Town Administrator, the Board of Selectmen and Lincoln Hooper the first of every month. Joan McCarty seconded the motion and it carried by unanimous vote.

Liaison from Board of Selectmen:

- No report.

Friends of Brook Free Library:

- New officers of the Friends Clarice Brown, Chair and Fred Rys, Treasurer introduced themselves to the Board. The Friends meet on the third Thursday of the month at 10:00 A.M. Meetings will resume in September.

Correspondence:

- Mary Warde read a letter from the Cape Cod Viewfinders thanking the entire staff for allowing them to meet at the Library and for making the club feel welcome. They also enclosed a check for \$250.00, as a donation to the Friends of Brooks Free Library.
- Mary Warde read a letter from the “New England Library Leadership Symposium” accepting Ginny Hewitt’s application to attend it’s symposium from July 29th to Aug. 2nd.
- Mary also read a letter from the Harwich Cultural Council requesting continued use of the Thornton Room for their meetings, which will be held on the second Thursday of the month from August 2013-June 2014 from 4:30-5:45 P.M. JoAnne Brown made a motion to accept the Cultural Council’s request. Jeanne Wheeler seconded the motion and it carried by unanimous vote.
- The Board received a thank-you note from Diane Schoenfelder.
- The Board also received an invitation to attend Business After Hours “Cranberry Bog Tour” on Thursday, July 25th from 5:15-6:45 P.M.

Old Business:

- The annual review of the Library Director’s Performance was discussed. Mary Warde will complete the evaluation.

New Business:

- The Lang Fund update will be next month.
- William Crowell informed the Board that Carl and Nancy Clapp would like to donate one of Doris Clapp’s paintings to the library. He will get more information about the painting (size and subject matter).

Trustees Report:

- No report.

Adjournment:

- Jeanne Wheeler made a motion to adjourn. Joan McCarty seconded and the motion carried by unanimous vote. The meeting was adjourned at 9:06 P.M.

Respectfully Submitted,

Kathleen Remillard, Trustee

**Brooks Free Library
Library Director's Report
July 3, 2013**

Personnel

Organizational Changes:

Last month the Selectmen and Harwich Employee Association agreed on a new contract that included adding our 2 new job titles to the classification plan. We'll advertise internally once we're notified the contract has been finalized and signed.

Administrative Assistant vacancy:

We're now recruiting to fill this 18-hours per week position to replace Emily Milan, who was promoted to Staff Librarian July 1st. There were no applicants for the internal posting, which closed July 31st. Ads will run in the Cape Cod Chronicle on Aug. 8th and 15th and the announcement and job description are posted on the Town website, at http://harwichma.virtualltownhall.net/public_documents/HarwichMA_Personnel/index.

New England Library Leadership Symposium (NELLS)

I attended the New England Library Leadership Symposium from July 29 to August 2nd. The program was by American Library Association Immediate Past-President Maureen Sullivan. The symposium was excellent, very energizing, and I made many wonderful contacts with colleagues from all over New England. The symposium was a brief introduction to various topics related to leadership, along with other discussions on the future of libraries. Much of the work will be done as we read the recommended resources and reflect on them over the next year but the result of what I learned will also have immediate practical application. This year's NELLS cohort will host a round-table discussion at the New England Library Association's annual conference in Portland in October. One of the purposes of NELLS is to encourage participants to be more active in the state library associations, so I discussed my interest in presenting a workshop on providing services to the community after a disaster at the Mass. Library Association's conference next May with a member of the MLA Board.

The Library staff also did a fantastic job while I was away, with Public Services Librarian Suzanne Martell taking on more responsibility during a very busy time. It was great to be able to focus on the content of the program knowing that things were running smoothly here.

I can't thank the Trustees enough for allowing me to attend this symposium and for encouraging my participation in professional activities.

Operations:

July activity:

Circulation was up in July, which was one of the busiest ever. We checked out 23,330 items here, an increase of 1211 items (5.5%) over July 2012. Our items were checked out (here and at other libraries) 24,827 times, up 1046 (4.2%) from July 2012.

The Summer Reading Program is going strong, with special programs almost every day. Craft programs have been drawing noticeably larger crowds this year, perhaps due to increased promotion on social media.

Library "Movies in the Park":

The weather has not cooperated this year, with rain or the threat of rain, most Thursday nights. We held the outdoor movies on July 18th and Aug. 8th, but had to cancel three weeks. We're not holding an indoor showing when we have to cancel the outdoor movie. There just isn't the interest, attendance was low, and it's confusing to advertise. Our last outdoor movie this year will be The Lorax on Aug. 15th.

Fall Programming:

We're hosting 6 programs for the Chamber of Commerce's Fall for Harwich this year.

The Library-sponsored programs include

- Organic Cranberry Farming with Leo Cakounes, Thurs., Sept. 19, 6:30
- Bubble Show for kids on Sat. Sept. 25 at 2 pm
- Folk music by Just Plain Folk on Sat., Sept. 28 at 2 pm
- A talk on "Henry Beston's Cape Cod" Sat., Oct 19, 2 pm

The Friends of Brooks Free Library are starting their "First Sunday" series in Sept. this year so they'll provide two programs for Fall for Harwich:

- "Three For the Show," a musical program featuring favorite tunes from Broadway shows on Sun., Sept. 8 at 2 pm.
- Cape Cod Baseball League Past and Present" on Sun., Oct. 6th at 2pm.

In a joint program with the Historical Society in Nov., we'll host Amanda Raneo Chilaka's talk on her new book, Early Cape Verdean and Portuguese Genealogy of Harwich, MA.

Technology:

The router for the public network continues to work well. Library use is up this summer, and the router has stood up to the heavier use.

Patrons have been extremely pleased with the 3 new Windows 7 computers set up in July in Reference. The 2 Express stations and Word Processing computer are still XP. This is a good arrangement for the next few months, providing the option of using the new computers with Office 2010 or the older ones with Office 2000. Replaced computers were re-configured to replace a non-working computer in the Homework Center and a CLAMS catalog.

The computer at the Children's Desk developed some major problems while both the Youth Services Librarian and I were away the week of July 29th, but Staff Librarian Emily Milan was able to deal with the problem. She moved a computer from another location to that desk and transferred the files, so our services to children and families was not interrupted.

We have five computers to set up in the next few weeks - for the Children's Desk, the Public Services Librarian and 3 for the Homework Center. CLAMS plans to migrate to a new Integrated Library System this winter. This will require us to replace many staff computers sooner than anticipated, so we'll be revising our Technology Replacement Plan to reflect this.

VITAL Program

This month Assistive Technology Coordinator Carla Burke traveled to the Mashpee office of Audible Local Ledger to tape an interview for a state-wide radio program to air in September about our Vision Impaired Technology Assistance at the Library (VITAL) program.

ARIS Report

We are compiling statistics on FY13 programs and services for the Annual Report and Information Survey, due to the Mass. Board of Library Commissioners on Aug. 23rd.

Building Maintenance:

HVAC

The air conditioning has been working well.

Electrical Work

The electrician will be returning soon to troubleshoot the lights for the sign, repair/replace wall sconces on the stairwells and make other repairs.

Annual Exterior Painting:

Jack Sullivan completed painting the Bank St. side of the building in July and the invoice for the funds encumbered from FY13 was submitted to Accounting.

Fire Protection System:

A smoke detector in the dirt basement under the Doane Room failed at 12:30 am on July 21st, sending a signal that there was a fire, rather than the usual supervisory signal that service is needed. I was notified by Seaside, who had already dispatched the Fire Dept. The Fire Dept. determined there was no fire and the building was protected. The alarm activated again in the late afternoon. Simplex came on Monday the 22nd and replaced the detector.

Highway and Maintenance Dept.:

Since your last meeting, Building Committee Co-Chair JoAnne Brown met with the Hwy & Maint. Director and Maint. Foreman July 16th and the following actions have occurred:

- Hwy repaired more flashing around the cupola on July 22 but a small leak remains. Additional work is planned the week of Aug. 12th.
- Hwy added waterproofing to the conduit on the electrical pole July 22. The leak in Sprinkler Room is fixed but there is still a small leak into the Electrical Room. Additional waterproofing will be added on the conduit the week of Aug. 12th.
- Hwy adjusted the crash bar on Main St. doors. They are working correctly for now.

- The branches of the trees on the Bank St. have been trimmed so they don't bush the side of the building. Higher branches still overhang the roof.
- Hwy arranged a company to fix the closers on the parking lot doors. They came on July 23, determined they needed to order parts.
- A new problem occurred with the south-side exterior faucet. Hwy arranged a plumber who made a temporary repair to that faucet and assessed the non-working faucet on Main St. They returned Aug 9 but parts didn't fit. The plumber will order new parts.

Pending requests:

- Filling the depression in cement by back door caused by snowplow (tripping hazard.)
- Replace rotted balcony railing on Main St. side - project now planned for the fall.
- The Mezzanine ceiling and wall will be repaired after the leak is eliminated.
- Trim trees on Main St that overhang the roof - Linc plans to remove those trees in the fall because the roots are causing the brick sidewalk to buckle. He estimated it will cost several thousand dollars to fix the sidewalk.
- Moving the Main St. crosswalk and making it ADA complaint - This remains an important safety concern. the crosswalk is heavily used in the summer and we have again witnessed numerous near accidents that could have caused serious injuries. Note: The Historic District Commission had wanted brick used in the project but after an opinion from Town Counsel that the HDC doesn't have jurisdiction over roads and sidewalks, the Town prepared the project for Town Meeting with plans that did not use bricks. The project presented and approved at Town Meeting included in the cost of removing the current mid-block curb cut and the slope in the brick sidewalk leading to it, so that the sidewalk will then be level.
- Patch parking lot - approx. 6 X 12 area of asphalt in upper lot dug up when wiring the parking lot lights. Hwy previously indicated this would be done in the spring or summer and that the funds wouldn't need to come from the Parking Lot article.
- Mulching and planting on Bank St. - When the shrubs were removed this spring, Hwy indicated they would plant small low-maintenance shrubs if the Garden Club was not able to adopt the area. Hwy approached the Garden Club, but their volunteers already spend many hours maintaining the plantings in the parking lot island, which requires additional work since the island does not have a faucet. Hwy reported the Garden Club won't be able to adopt this area.

Currently the Hwy Dept. mows the grass and the parking lot island is cared for by the Garden Club. The rest of the grounds receives no maintenance and the areas around the perimeter of the upper lot are extremely overgrown. Therefore, while flowering and decorative plants would be attractive, it seems wise to accept Hwy's offer to plant low-maintenance shrubs in the Bank St side of the building. That is a very visible location which would quickly become unsightly if it requires regular maintenance but doesn't receive it.

Financial:FY13 Trust and Gift Spending

| | Doug- las | Fall | Harder | Kaveny | Mitchell | Nicker- son | Paine | Whiting | Lang | Gift | FY13 Trust & Gift Use |
|----------------------|--------------|--------|----------|--------|----------|----------------|--------|---------|----------|----------|-----------------------------|
| Library Materials | 84.97 | 240.00 | 4,789.67 | 650.33 | 5,390.90 | 519.58 | 535.53 | 561.88 | 4,661.11 | 1,667.67 | 19,101.64 |
| Programs | | | 905.00 | | | | | | 725.00 | 3,990.26 | 5,620.26 |
| Technology | | | | | | | | | 1,197.52 | 1,595.84 | 2,793.36 |
| Other | | | | | | | | | | 888.94 | 888.94 |
| FY13 use | 84.97 | 240.00 | 5,694.67 | 650.33 | 5,390.90 | 519.58 | 535.53 | 561.88 | 6,583.63 | 8,142.71 | 28,404.20 |

FY14 Budget Balances as of July 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 | \$500.00 | \$1,500.00 | 25% |
| Electric | \$34,603.00 | \$2,495.38 | \$32,107.62 | 7% |
| Maintenance & Repair | \$37,414.00 | \$717.00 | \$36,697.00 | 2% |
| Library Supplies | \$10,640.00 | \$65.73 | \$10,574.27 | 1% |
| Educational Supplies | \$98,750.00 | \$8,524.34 | \$90,225.66 | 9% |
| Gas | \$13,000.00 | \$59.47 | \$12,940.53 | 0% |
| Office Supplies | \$4,050.00 | \$766.15 | \$3,283.85 | 19% |
| Professional & Tech | \$37,747.00 | \$19,209.70 | \$18,537.30 | 51% |
| Water | \$601.00 | \$0.00 | \$601.00 | 0% |
| Total Library Expenses | \$238,965.00 | \$32,337.77 | \$206,627.23 | 14% |
| Wages & Salaries | \$429,265.33 | \$34,402.00 | \$394,863.33 | 8% |
| TOTAL | \$668,230.33 | \$0.00 | \$668,230.33 | 0% |

Respectfully submitted,

Virginia A. Hewitt
Library Director