

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

1. Call to Order/Attendance
2. Approval of Minutes of Nov. 14, 2012
3. Public Comment
4. Reports:
  - A. Chairman
  - B. Library Director
  - C. Building Maintenance Committee
  - C. Liaison from Board of Selectman
  - D. Friends of Brooks Free Library
5. Correspondence:
  - A. New State Ethics Requirements
  - B. State Ethics Advisory re: Fundraising Activities
  - C. revised Town American with Disabilities Act Notice
  - D. Letter re: Library Legislative Breakfast - Feb. 8, 2013 in Mashpee
6. Old Business:
  - A. Selectmen decision re; distribution of State Aid to Libraries
  - B. Update on Major Building Maintenance Projects
    1. HVAC
    2. Emergency Lighting
    3. Replacement of CFL lighting
    4. Parking Lot Lighting
    5. Plumbing
    6. CPC-Funded Project – Phase I Exterior Work
    7. CPC Project Request – Phase II Exterior Work
    8. New Sign
  - B. Library Security Procedures
7. New Business:
  - A. Acceptance of Gifts
  - B. Reorganization Plan
  - C. Articles for May 2013 Annual Town Meeting - discussion and vote

Town Clerk's Office

Date: 12/5/2012

Date: \_\_\_\_\_

***Posted electronically with Town of Harwich Dec. 5 2012 5:30 pm***

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Minutes  
**Brooks Free Library Board of Trustees**  
Wednesday, November 14, 2012  
Thornton Room, Brooks Free Library  
739 Main St., Harwich, MA 02645

## DRAFT

Call to Order: The meeting was called to order by Chair Warde at 7:07 PM. Present were Wheeler, Brown, McCarty, Schoenfelder, Remillard and Crowell. Also present were Joanna McInerney, Vice President of the Friends of the Library, and Virginia Hewitt, Library Director.

Approval of Minutes: Brown moved to accept the minutes of our October meeting and McCarty seconded the motion, which passed unanimously.

Reports:

Chair: Warde and Hewitt met with Dave Ryan regarding state aid to libraries. They then spoke with Jim Merriam regarding building security. The issue of state aid will be on the selectmen's agenda for November 26. It appears that the selectmen may consider a gradual change over the next few years in the manner in which this aid is allocated. Jim Merriam is sympathetic with our concerns regarding security and the safety of our employees. He will schedule a meeting with Chief Mason to support our position.

Director: Emily's temporary promotion to clerk is working out well. Attendance has been up at our programs, and the Halloween parade went well. However, Brooks' was evacuated because of a smell of gas; nothing was found, and the odor seems to have come from propane from across the street. Hewitt reports that she is working on the budget and reorganization plans, and writing a technology article for town meeting. She has not had time to work on a long range plan. A court date for the man who stole books from us is scheduled for November 28. December 3 is the date we present our annual report to the selectmen.

Friends: Scott Ridley presented a good program, with sixty people in attendance. Desiree was a big help. On December 2, Dan McCarthy will have a sing-a-long for the Christmas in Harwich program.

Correspondence: Two budget messages were received by board members from the selectmen.

Old Business:

- A. HVAC: Technicians began the "balancing" but haven't returned for about ten days.
- B. Emergency Lighting: We spoke with town council regarding this issue.
- C. CFL Lighting Work is to start on December 10.

- D. Parking Lot Lighting: John Eldredge says he is behind and was on vacation, but hopes to get the cement poured this week.
- E. Plumbing: The water heater has been replaced. The drinking fountain still needs to be repaired or replaced.
- F. CPC: Most of the work is to be done in-house, but we will need to put out bids for painting.
- G. New sign: We are still waiting for the electrician.

New Business:

- A. McCarty moved to accept a gift of a large screen television valued at \$1700 from the Friends of the Brooks Library. Wheeler seconded the motion, which passed unanimously.
- B. Budget: Brown moved to increase the Assistive Technology Coordinator's hours from six to nine hours per week for the next fiscal year. Brown seconded the motion, which passed unanimously. McCarty moved to approve the expense budget as discussed by the board. Wheeler seconded the motion, which passed unanimously.

Adjournment: Brown moved to adjourn the meeting at 8:30. McCarty seconded, and the motion carried unanimously.

Respectfully submitted,

Diane S. Schoenfelder, Secretary



**Brooks Free Library  
Library Director's Report  
Dec. 7, 2012**

**Personnel:**

The internal vacancy announcement for the 18-hour/week Administrative/Reference Assistant position closes on December 7th. Employees must be a member of the Harwich Employees Association to apply.

**Operations:**

Annual Meeting with Selectmen

Chairman Mary Warde and I prepared a written report for the Trustees' annual meeting with the Board of Selectmen on Dec. 3rd. Copies of the presentation are available at the Library and on the Trustee section of our website, [www.brooksfree library.org/brooks/trustees.asp](http://www.brooksfree library.org/brooks/trustees.asp).

Holiday Hours:

The Library will be closed Tues. Dec. 25 for Christmas and Tues. Dec. 31st for New Year's.

Programs:

We held 3 events - adult and children's craft program on Sat. Dec. 1 and the Friends-sponsored Holiday Sing-A-Long on Sun., Dec. 2nd - for the Chamber's Christmas in Harwich weekend.

Santa's Visit will take place on Sat., Dec. 15 at 1 pm, thanks to Harwich resident Peter Luddy who made the arrangements with Santa. The Friends will provide refreshments and a small gift book for each child.

The new Thurs. afternoon "Board Games" program was not well attended, so in November we began offering Lego Mania in its place. 8-12 youngsters are now attending regularly.

We offered six-week instructional sessions for Mah Jong last spring and again this fall. The instruction ended in Nov., but weekly play sessions continues on Thursday mornings.

Upcoming Programs: We'll have several special programs for youngsters between Christmas and New Years, including a Pinkalicious Party on Thursday afternoon and Saturday afternoon Library Cinema, in addition to regular story-times, creative movement, Legos, etc. As part of their "First Sunday" series, the Friends will present "An Afternoon with Heidi Jon Schmidt" on Jan. 6th at 2 pm. We'll host the Cape Cod Chamber Ensemble on Sat. Jan. 12th.

Gadgets, Gizmos and Gifts

Our pre-holiday workshop on Dec 5 at Community Center was attended by 26 community members. Reference Librarian Jennifer Pickett and Admin/Reference Assistant Emily Milan brought e-readers, tablets and other devices for people to test and compare, and responded to questions. Public Services Librarian Suzanne Martell and I demonstrated Consumer Reports, other electronic resources, and promoted library services and programs. Assistive

Technology Coordinator Carla Burke and volunteer Janice Sloan demonstrated and provided information on a number of adaptive aids for everyday living, and Bob Reed of Reed's Books displayed a large selection of books for holiday giving. We issued several library cards that morning and likely gained new participants for our on-going programs. Attendees were especially interested in the Greatest Generation Meets book discussion and Knit-Lit groups.

#### Collaboration with Schools and Outreach

All classes in Grades K through 4 from the Harwich Elementary School visit once a year for library orientation. The 5th grade classes at the Middle School come twice a year - once in the fall and again in May or June.

This year we're hosting weekly visits from the 3rd grade on Fridays - alternating with 2 classes one week and 3 classes the following week. Youth Services Librarian Ann Carpenter reads a story and does a Book Talk, which introduces the students to good books they might not be aware of, and the students pick-up books to check-out. These classes will continue to come every Friday this year except when the weather is too wet or cold for their walk.

The 5th grade at the Laurel School has been visiting monthly for several years, also for a story, book talk and recreational reading.

Holy Trinity pre-school visited in Nov. and Ann provided a special story-time for the class.

Ann visits the Elementary School "Make Way for Kids" pre-school monthly to do story-time. She's started a new program this year of story-time and outreach visits to various pre-schools.

#### Book theft

The D.A.'s office reported that the man arrested stealing six of our books last April pleaded guilty to larceny in Superior Court in Nov. He was sentenced to two years in the House of Correction and five years probation. With credit for time served and good behavior, however, he is likely to be released far sooner. We will be notified approximately two weeks before his release date. One condition of probation will include a requirement to stay away from libraries, museums and other places where historic materials are kept.

#### Assistive Listening System:

Assistive Technology Coordinator Carla Burke and Admin/Reference Assistant Emily Milan have been working on the assistive listening system for the meeting room, which was purchased by the Friends of Brooks Free Library for \$7100 this fall. It amplifies sound for everyone in the room, but does much more than a traditional wireless microphone system. It relays the sound from the microphone to a neck loop receiver. Sound is transmitted directly to the listener's ear if his/her hearing aid has a T-coil. If the person's hearing aid doesn't have a T-coil, he/she can use headphones with the neck loop receiver. This system cuts out other noise in the room that would normally interfere with hearing, such as people rattling papers or having side conversations, so it provides a much higher quality of sound..

#### State Aid to Libraries

The Board of Selectmen voted on Nov. 29th to continue the traditional practice of dividing State Aid to Libraries with 50% going to Brooks Free Library, 25% to Chase Library and

25% to Harwich Port Library. This vote provides the formal authorization needed by the Finance Dept. to disburse Town funds to the association libraries.

#### Mobile App for CLAMS catalog

CLAMS libraries have purchased a mobile app for the CLAMS catalog that re-formats the catalog for smart phones and mobile devices. It also provides ready information on library hours, phone, email, address and maps. One great feature is Book Look - it allows you to scan a book's barcode to see immediately if it's in CLAMS and place a request. This handy feature is very popular with users who are always discovering new books of interest in book stores but don't always have the funds to purchase them. Users of phones without cameras can also use this feature by typing in the books ISBN (International Standard Book Number), which can be found on the reverse side of the title page.

#### **Building Maintenance:**

##### HVAC Project:

Rise Engineering has finished balancing the system and provided a written report on the work that was done.

##### Baseboard Heat:

Dan Durgin from Healthy Air Solutions investigated four large areas where the baseboard heat was not working - Fiction Room, Non-Fiction Room, and the parking lot side of the main building on both the 1st and 2nd floor. He replaced two zone valves and repaired the other two, so we should now have working baseboard heat in all areas.

The heating system rotates which of the four boilers starts first. Dan noticed the outside air damper in the boiler room wasn't opening when boilers 2, 3 and 4 were first to start. This was sometimes causing a slight gas odor. He installed 3 new relays on Dec. 6th to correct this.

##### Parking Lot Lights

John Eldredge of Hwy and Maint Dept is coordinating project. He and his assistant began the site work on Nov. 22 and 23rd, digging trenches and installing a conduit for the wiring. They have been busy with an urgent project in another Town building since that time. As of this writing the concrete bases still need to be poured and then the poles can be installed.

#### **Financial:**

FY2014 Budget Submission: A copy of the Library's FY14 budget request, which reflects your votes on Nov. 14, is included in your packets. The Town Administrator is reviewing the budget requests and will submit his budget recommendations to the Selectmen in early January.

Respectfully submitted,  
Virginia A. Hewitt  
Library Director

# CLAMS

Cape Libraries Automated Materials Sharing  
270 Communications Way, Unit 4E  
Hyannis, MA 02601

December 5, 2012

Dear library supporters,

As trustees, directors, friends groups, and other library lovers you have been a direct witness to the steady decline of local funding for libraries even as demand for library service has increased. Every CLAMS library has been affected by the decrease in state funds available through the Massachusetts Board of Library Commissioners (MBLC). These state funds facilitate resource sharing by providing for the inter-library loan delivery service, access to electronic resources, the Virtual Catalog (state-wide sharing of resources from other library networks) and assistance to automated networks. It also provides for State Aid to Libraries, funds “Talking Books” programs for residents with vision and print impairments, state-wide cooperative purchasing, training and consultation services, access to federal construction and other grants, disaster recovery assistance, and much more.

In the past decade, state funding for libraries has dropped 39% while libraries experienced a dramatic surge of 50% in library visits. Through cooperation, consolidation and the use of the latest technology, libraries were able to meet the growing demand for services during the current funding decline. Efficiencies have taken us as far as we are able to go, however, and lack of funding impedes the libraries’ ability to maintain the services it currently provides and develop future ones to meet the changing community needs. This reduced funding cannot be sustained without direct and noticeable impact on local libraries and the services we can provide to our residents.

Each year a series of library legislative breakfasts are held around the state to inform legislators of our concerns and funding needs, and to request their support. This year, the Cape and Islands Libraries Automated Materials Sharing (CLAMS) consortium will host the Legislative Breakfast for Cape Cod, Martha’s Vineyard and Nantucket at the Mashpee Public Library on Friday, February 8<sup>th</sup> at 8:30 am.



We're seeking your assistance in funding this event. Please mark the date on your calendar to attend and show your support by mailing a contribution using the form at the bottom of this page. Further details on this complimentary continental breakfast will be forthcoming. For more information, please contact Elaine McIlroy at [emcilroy@clamsnet.org](mailto:emcilroy@clamsnet.org) or Gayle Simundza at 508-790-4399 or [gsimundza@glamsnet.org](mailto:gsimundza@glamsnet.org).

Sincerely,

*Elaine McIlroy*

Elaine McIlroy  
Library Director, Wellfleet Public Library  
CLAMS legislative breakfast committee chairperson

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Here is my contribution toward the 2013 Cape and Islands Legislative Breakfast

\_\_\_\$25 \_\_\_\$50 \_\_\_\$100 \_\_\_Other

Name:\_\_\_\_\_

Library Afiiliation:\_\_\_\_\_

Address:\_\_\_\_\_

\_\_\_\_\_

Telephone:\_\_\_\_\_

Email:\_\_\_\_\_

Make check payable to: Cape Libraries Automated Materials Sharing  
270 Communication Way Unit 4E; Hyannis, MA 02601

**Thank you for ensuring the libraries voices are heard!**