

Brooks Free Library Board of Trustees

Wednesday, Feb. 12 2014 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 Dec. 11, 2013
3. Public Comment
4. Reports:
 - A. Chairman
 - B. Library Director
 - C. Building Maintenance Committee
 1. Emergency Light Inverter
 2. Septic Back-up
 3. Updates on other work
 - D. Liaison from Board of Selectman
 - E. Friends of Brooks Free Library
5. Correspondence:
6. Old Business:
 - A. FY15 Budget and Town Meeting Articles
7. New Business:
8. Trustees' Report
9. Upcoming Meeting(s)
 - A. Next meeting – Wed. March. 12, 2014 - 7 pm
10. Adjournment

Authorized posting officer

Virginia Hewitt

Brooks Free Library

Posted by

Town Clerk's Office

Agenda submitted electronically to Town of Harwich for posting Feb. 6, 2014

If you are deaf or hard of hearing or are a person with a disability who requires an accommodation, contact the Library at 508-430-7563 or brooksfreelibrary@clamsnet.org.

Minutes
Brooks Free Library Board of Trustees
Wednesday December 11, 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 7:08 P.M. Present were Mary Warde, Jeanne Wheeler, Kathleen Remillard, William Crowell, Ann Emerson, Joan McCarty. Also Present Virginia Hewitt, Library Director; Clarice Brown, Friends of the Brooks Free Library and Linda Cebula, Liaison from Board of Selectmen.

Approval of Minutes: Joan McCarty made a motion to accept the November 13, 2013 minutes. William Crowell seconded and it carried by unanimous vote.

Reports:

Library Director:

- Ginny reviewed her report.
- The Youth Services Librarian submitted a letter of intent to apply for a Library Services and Technology Act grant for “Serving Teens and Tweens.” The \$15,000 grant will improve services to middle and high school students.
- The Harwich Oracle will cease publication this year. Ginny spoke to Alan Pollock from the Cape Cod Chronicle. He will give the library an article column every other week beginning in January 2014.
- Ginny is a member of COSTEP (Coordinated State-wide Emergency Planning) and serves as the Cultural Resource Officer on the Harwich Emergency Management Team. The purpose of the committee is to help local cultural heritage organizations protect their buildings and collections by preparing disaster plans. The first community meeting is planned for January 23, 2014.

Building Maintenance Committee:

- Jeanne Wheeler met with Facilities Manager Sean Libby. Jeanne will be sending him a list of all library building and maintenance vendors. He also asked Jeanne to forward his contact information to the vendors.
- The cost of the liner for the Septic pipe (\$5500) is not reimbursable as it does not meet the insurance deductible. Ginny will begin the process for a reserve fund transfer.

Liaison from Board of Selectmen

- Articles for Town Warrant should be submitted to the Board of Selectmen by December 30, 2013.
- Department Heads will be meeting with the new Town Administrator.

Friends of Brooks Free Library

- Santa will arrive at the library on Saturday December 14th at 4:00 P.M.

New Business:

- Ginny handed out a draft of potential articles for the May 2014 Annual Town Meeting. William Crowell made a motion to submit three articles as printed for inclusion into the May 2014 Annual Town Meeting Warrant with the possible addition to the salaries figures

depending on additional costs of workers compensation insurance, health insurance and other benefits. Jeanne Wheeler seconded and it carried by unanimous vote.

Upcoming Meetings:

- Ginny will notify the Board of any changes to dates and times.

Adjournment:

- William Crowell made a motion to adjourn. Ann Emerson seconded and it carried by unanimous vote. The meeting was adjourned at 8:16 P.M.

Respectfully submitted,

Kathleen Remillard
Secretary

**Brooks Free Library
Library Director's Report
Feb. 6, 2014**

Administrative/Operations:

Migration to new Integrated Library System

The CLAMS consortium migrated to a new automated system, Sierra, on Jan. 20th. The online catalog for the public hasn't changed, but staff members are learning the new modules for Circulation, Cataloging, etc. We haven't had problems caused by errors that occurred in migrating the records to the new system, but Staff Librarian Emily Milan has been considerable time working with the CLAMS systems staff to troubleshoot intermittent/repeated problems with opening Sierra and connecting to the CLAMS central site on multiple computers. Those problems now appear to be resolved. Emily has completed configuring and setting up new computers at our public service desks and is now working on re-configuring those replaced computers to provide the faster processing speed needed at the Catalog and Self Checkout stations.

Snow Closings:

The Town closed the Library and non-essential departments at 3 pm on Thurs. Jan. 2nd and we were closed on Friday, Jan. 3rd. The Library was very busy as the snow started on Thursday. 799 items (160/hour) were checked out on Thursday before we closed. Town departments also closed at 5 pm on Tuesday Jan. 21 (2 hours early) and were closed on Wed. Jan. 22nd because of snow.

COSTEP/Harwich - Protecting Our Cultural Heritage

The Jan. 23rd kick-off meeting of this local initiative of COSTEP Massachusetts (Coordinated State-wide Emergency Planning) that Harwich Emergency Management Director Lee Culver and I have been working on had to be postponed to the snow date of Jan. 30th. The meeting went well with 29 attendees including the Town Clerk, Town Planner and representatives from the Historical Society, Brooks Academy Museum Commission, Harwich Junior Theater, Pilgrim Congregational Church, First Congregational Church, Christ Church Episcopal, St. Peter's Lutheran Church, Harwich Port and Chase libraries attending in addition to the Barnstable County Emergency Management Director, Deputy Fire Chief, Police Chief and several other members of the Local Emergency Management Team and a representative from Mass. Emergency Management Agency. Jeremy Gingras represented both the Chamber of Commerce, which has been really supportive of this effort, and the Brooks Academy Museum Commission. Members of the Historic District/Historical Commission were unable to attend this particular meeting but several have expressed interest in being involved in future activities.

Many of the representatives of the cultural heritage organizations had not previously had any contact with emergency management officials, so this was good forum to introduce them to each other and begin discussing how we can work together in the interest of better

protecting our heritage. We distributed Cultural Resource Inventory Forms for the organizations to complete. We'll be working with the representatives who came to the meeting to complete the forms and give them to the local emergency management team, then reaching out to the organizations that weren't present to explain what the initiative is about and give them the inventory forms. They'll be collected in a binder for the Harwich Emergency Management Director so information on each institution and their historic resources is available when something happens. We're planning workshop(s) this spring on disaster planning and/or preservation and salvage of wet materials.

Technology Assistance

The Book-A-Librarian service began in January. Patrons can now schedule an appointment for one-on-one assistance. We're also offering drop-in E-Book Help from 1 to 3 pm on Thursdays and Saturdays. Tech Talks this month included I-phone photography on Jan. 14 and Google Drive and Gmail on Jan. 25th.

Youth Services Report

The Building Up STEAM program has changed its name to Engineering Challenge to be more transparent about the sorts of activities being held. It continues to have a small but growing following and received a very nice write up in the Cape Cod Chronicle this month.

We will begin a new program in March. Little Hands Art will be a Saturday program for toddlers and preschoolers that explores art with an emphasis on process over product. (In other words, making a mess and having fun over producing lots of identical little "projects".) The program is a response to community feedback that working parents would like to see more non-working hours programs for small children. Little Hands Art will have an initial run of five weeks as a trial, and may be expanded into the future depending on the response from both the public and the staff.

I'm working on the Tweens and Teens LSTA grant, the rough draft of which will be due at the end of February.

Staff Librarian Emily Milan and I will give presentations to the Harwich Elementary first grade classrooms on Feb. 14th to showcase how teachers can take advantage of our subscription to TumbleBooks – ebooks for Kids - using their SmartBoards.

February vacation week will be filled with a number of activities for children of all ages. There is a Tween/Teen program, two programs aimed at elementary school children, and one for preschoolers, which will hopefully cover all the youth in town looking for fun and free programming during the vacation week.

Respectfully submitted,
Ann Carpenter
Youth Services Librarian

Reference Report:

Since the loss of the Virtual catalog in late December, Senior Librarian Gordon Benoit and I have been overwhelmed with requests for items from outside of the CLAMS system. I don't have statistics right now (but I am working on getting better stats from Quincy and should have them next month) but our requests have increased exponentially. Since the changes that happened a few years ago (when the regions were dissolved and Inter-library Loan (ILL) delivery and packaging was put back into the hands of each individual library) ILL's are a labor intensive process where one item takes about a hour and a half of staff time to process (steps are broken up into about 15 minute sections). So going from about 10 of these items a month to more than 50 (a rough guess) is a huge strain. Now that we have migrated to Sierra, other staff members will be trained to assist with processing ILLs. Gordon just finished training Senior Library Technicians Joanne Clingan, Pam Paine and Lee Kelley in the entire process but it will take them a while to get up to speed. In other activity, questions about tax forms are coming in all day long (and will continue until April 15) - and ebook help continues to increase after the Christmas season when apparently so many more novice users got ereaders for the holidays this year. So despite the season, the past several months have been very busy for the reference department!

Respectfully submitted,
Jennifer Pickett
Reference Librarian

Maintenance:

Sprinkler System Repairs: The compressor for the fire sprinkler system seized on Thurs. Jan. 16th. The vendor installed a different compressor the following day, but after installation it did not work. The correct size compressor was installed on Jan. 29th.

HVAC: Healthy Air Systems completed repairs to zone valves for the baseboard heat in two locations this month. One had been manually opened and the other area had been manually shut off. They restored automatic functioning so the zone valves should respond to the We also discovered this month that the lobby to the parking lot, which is heat via a separate air handler in the Book Drop Room, did not have heat. Healthy Air removed the motor for the air handler, repaired it and re-installed in Feb. 3.

Crosswalk: Work has stopped for the winter on the move of the crosswalk from in front of the Library to the corner with Oak St. The previous sidewalk ramps were removed and the sidewalk leveled, and the crosswalk markings in the street were removed in December. New ramps with ADA-bumps were installed at the Oak St. corner but landscaping needs to be finished on the sides to create a level surface. The crosswalk sign is still at the old location and this, combined with the lack of crosswalk stripes in either location, this has lead to confusion on the part of both pedestrians and drivers as to whether there is a crosswalk and where it is. The Highway Dept. has advised that the sign can't be moved and the new stripes painted until spring.

Septic back-up

The Highway and Maintenance Dept. is contracting for and scheduling the installation of the liner in the main pipe to the septic system and expect the work to be done shortly.

Financial:

FY15 Budget Request and Town Meeting Articles

Trustee Chairman Mary Warde and I met with Town Administrator Chris Clark, Finance Director David Ryan and Assistant Town Accountant Diane Silva on Jan. 28th to review our budget requests. On Thurs. Feb. 6 we were notified that the Town Administrator will be recommending a Salary and Wages budget that is \$16173 less than requested (additional hours for Staff Librarian) and a reduction of \$10,000 in your request for Expenses. The packet for the Selectmen's Feb. 10th meeting shows the Town Administrator is recommending approval of the article for additional Staff Librarian hours (\$16173) and \$56,000 for the carpet replacement article (half of \$112,000 requested). His recommendation is that both articles can be funded at those amounts from the tax levy. According to the "One-Liners" of Town Meeting Articles in the Selectmen's packet, the Town Administrator has not been able to find funds for the 75077 for the article you submitted for funds for Library to re-open on Mondays.

FY14 Budget Expenditures Through Jan. 31, 2014

AREA OF EXPENDITURE	Appropriated Amt	Spent	Remaining Balance	Percent Spent
Advertising	\$160.00	\$40.50	\$119.50	25%
Dues, Subs & Travel	\$2,100.00	\$1,791.15	\$308.85	85%
Electric	\$30,848.00	\$16,816.30	\$14,031.70	55%
Maintenance & Repair	\$40,000.00	\$22,151.21	\$17,848.79	55%
Library Supplies	\$11,270.00	\$6,376.35	\$4,893.65	57%
Educational Supplies	\$100,000.00	\$67,056.75	\$32,943.25	67%
Gas	\$13,000.00	\$5,912.41	\$7,087.59	45%
Office Supplies	\$4,050.00	\$3,018.17	\$1,031.83	75%
Professional & Tech	\$40,147.00	\$39,836.39	\$310.61	99%
Water	\$957.00	\$400.64	\$556.36	42%
Total Library Expenses	\$242,532.00	\$163,399.87	\$79,132.13	67%
Wages & Salaries	\$449,663.96	\$257,867.14	\$191,796.82	57%
TOTAL	\$692,195.96	\$421,267.01	\$270,928.95	61%

Respectfully submitted,
Virginia A. Hewitt
Library Director

Public Services Librarian Report to the Trustees

February 2014

Circulation: The changeover from the Millenium System to the Sierra System went fairly well. Since the new system is made by the same company, it was easy enough to transition to the new look. Many thanks go to Emily Milan for being so wonderful troubleshooting the problems with the computers that we had initially. Also commendable is the quality of the rest of the staff and their ability to adapt to changes readily.

Programming: In January, the Friends' Sunday Program with Michael Lach of the Harwich Conservation Trust had 25 attendees. The book groups and Knit Lit continue to get a consistent number of participants as well as the Low Vision Discussion Group that meets on Fridays. Local mystery author, Leslie Meier gave a talk on Valentine mysteries that had 60 attendees during the Friends' Sunday Program on February 2. On Saturday, February 15, Ted Shrady will give a talk on the History of Railroads on Cape Cod with the Harwich Historical Society opening their doors after the program for participants to view the railroad exhibit. In March we are looking to form an English Conversation Group for Non-English Speakers on Thursday evenings.

Community Read: A few members of the Cultural Council suggested that we work together to do a Community Read in the future. Talks have begun in the planning stages and individuals from other groups such as the Harwich Junior Theater, Eldredge Public Library and Adjustment Counsellor, Sheila House have already expressed interest in participating. Since the schools are merging it would be an ideal time to do such a program but some of us have expressed that maybe holding it in the winter of 2016 would be better since the schools may need an adjustment period before adding anything new. Talks will continue and committees will be formed. If anyone would like to help, let me know.

Publicity: Senior Library Technician, Lee Kelley has been doing a great job with the press releases. She is contacting newspapers, radio stations, and updates both the CLAMS calendar and the Harwich Chamber of Commerces's events calendar on a very regular basis. The number of attendees as well as the media coverage we have been getting is greatly influenced by her hard work in this area. Regular updates to our Facebook and Twitter page has also had a positive result on getting the word out about what we do to more individuals.

Collection Development: The Mystery section has been "weeded" to take out those titles that do not circulate to make room for new titles. Large Print Fiction will be next on the list to be "weeded".

Respectfully submitted,

Suzanne Martell
Public Services Librarian