

739 Main St., Harwich MA 02645

1. Call to Order/Attendance
2. Approval of Minutes of June 12 2013
3. Public Comment
4. 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. Exterior Painting
    7. Updates on other work
  - D. Liaison from Board of Selectman
  - E. Friends of Brooks Free Library
5. Correspondence:
6. Old Business:
  - A. Annual Review of Library Director's Performance
7. New Business:
  - A. Update on Lang Fund
  - B. Acceptance of Donations
8. Trustees' Report
9. Adjournment

Town Clerk's Office

*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](mailto:brooksfreelibrary@clamsnet.org).*

**Minutes**  
**Brooks Free Library**  
Wednesday June 12, 2013  
Thornton Room Brooks Free Library  
730 Main St, Harwich, MA 02645

**Call to Order:** The meeting was called to order by Chair Mary Ward at 7:06PM. Present were Mary Warde, Jeanne Wheeler, William Crowell, Kathleen Remillard JoAnne Brown, Ann Emerson and Joan McCarty. Also present was Virginia Hewitt, Library Director.

**Approval of Minutes:** Jeanne Wheeler moved to accept the meeting minutes from the March 13 meeting and Kathleen Remillard seconded the motion. Approval was by unanimous vote.

Joan McCarty moved to accept the meeting minutes from the April 10 meeting and Kathleen Remillard seconded the motion. Approval was by unanimous vote.

**Reports:**

**Chair:**

Mary Warde will send a card and gift certificate to Diane Schoenfelder in thanks for all of her hard work as Secretary. Mary also complimented the library staff for their efforts for the Volunteer's Luncheon. It was a lovely and all seemed to have a very nice time.

**Director:**

Ginny Hewitt discussed the recent successful job search that has been filled in house by Lee Kelley. Ginny said she would like to have a PM Supervisor but is trying for negotiations with the Union for the new title.

JoAnne Brown made a motion to have a reclassification of two positions. The Public Service Librarian title changed to the Assistant Director and the reclassification of a Senior Library Technician to an Evening Supervisor position. Jeanne Wheeler seconded the motion and approval was by unanimous vote.

JoAnne Brown made a motion to have the Chairman send a letter to the Town Administrator requesting the changes be brought to a negotiation with the HEA and to inform him that the trustees approved the action. Jeanne Wheeler seconded the motion and approval was by unanimous vote.

Ginny also presented a reorganization chart for the employees, and a FY13 Budget Balance as of 5/31/13

Ginny provided us with a copy of a letter from The Town of Orleans thanking her for all her hard work assisting them in choosing a new library director. As usual, our director stands out with her helpful attitude.

### **Building Maintenance:**

There was some discussion regarding the problems that had arisen from the lighting on the front sign. An electrician installed the lights but they are not working.

JoAnne Brown was pleased to announce that the bubbler on the second floor is finally working.

The HVAC is still troublesome and the temperature has been very cold in the interior. The repairman is working on a solution.

Ginny Hewitt has been speaking with Mr. Jack Sullivan regarding the exterior painting. She explained that part of the building has lead paint on it so we need to locate a specialist to remove it. Mary Warde has two names to contact for advice on historic preservation assessment on the Brooks Block and Bank building, including the columns.

### **New Business:**

Mary Warde asked us to set a date for Paul Probolus from the Cape Cod Five to come and give a presentation regarding our Lang Fund's financial standings. It was unanimously agreed upon to request he come on July 10.

JoAnne Brown requested the trustees to approve a carry-over of unused vacation time for up to 35 hours for Ginny and Suzanne Martell. Jeanne Wheeler seconded the motion and it was passed with a unanimous vote.

The Cape Cod Viewfinders have requested the additional use of our meeting room for the first and third Wednesday evenings of the month from Sept. to June and 3 extra Wednesdays this year.

A motion was made by JoAnne Brown to approve the request. It was seconded by Jeanne Wheeler and passed by unanimous vote.

A discussion followed regarding the job description for the newly created position of Facilities Manager. The importance of the position as an independent problemsolving position and not merely another pair of hands to

do manual labor can't be stressed enough. Although the town may need more employees to get the work done for the town, we need someone with all around knowledge of construction and a background that lets him/her get the right people to do the job.

A preliminary discussion of the Director's performance review was held with Ginny providing input on the status of this year's goals and thoughts about FY14 goals. The Trustees will review the material and discuss in more detail at next month's meeting.

A discussion followed establishing the officers for the trustees next. The slate is:

Mary Warde	Chair
Joan McCarty	Vice Chair
Bill Crowell	Treasurer
Kathleen Remillard	Secretary
JoAnne Brown	Building Maintenance
Jeanne Wheeler	“ “

JoAnne Brown made a motion to accept the slate as discussed, Jeanne Wheeler seconded the motion and it carried by a unanimous vote.

Bill Crowell made a motion to designate three trustees to sign bills and payroll for the FY14 as discussed. The motion was seconded by Kathleen Remillard and the vote was unanimous.

Mary Warde, Joan McCarty and Jeanne Wheeler.

Jeanne Wheeler made a motion to adjourn at 9PM. The motion was seconded by Ann Emerson and a unanimous vote carried the motion.

Respectfully submitted,

Joan McCarty, Trustee

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

**Personnel**

Organizational Changes:

The final actions for the reorganization were submitted to the Town Administrator for inclusion in negotiations with the Harwich Employees Association. (Chairman's letter enclosed.) Chairman Mary Warde and I met with the Selectmen on June 24th to discuss the reorganization. When approved and implemented, the new Assistant Director position will take on more responsibility for administrative library-wide matters and special projects. The new Evening Supervisor position will be responsible for directing and coordinating work, responding to inappropriate behavior from patrons, resolving service complaints, and ensuring staff safety, building security and compliance with closing procedures. Job descriptions detailing the added functions were prepared and provided. A timeline of the actions for this year's reorganization is provided at the end of this report.

New England Library Leadership Symposium (NELLS)

I'm pleased to announce I was selected to participate in the New England Library Leadership Symposium, which runs from July 29 to August 2nd and will be led by American Library Association President Maureen Sullivan. The program is aimed at "mid-career" librarians and focuses both on leadership styles and issues facing libraries. It's a great program and I'm very grateful for the opportunity to attend! I'd like to thank Chairman Mary Warde and Selectmen liaison Linda Cebula, who wrote recommendations for me.

**Operations:**

Summer Reading Program:

The theme of the Summer Reading Program is "Dig Into Reading" is off to a great start. Many special activities are planned, something almost every day, in addition to the reading portion of the program. The Summer Reading kick-off with the Seaside Circus Clowns in Brooks Park on June 25th was a big hit. The Stuffed Animal Sleepover on June 21st was a huge success, with 38 stuffed friends participating. Youngsters really enjoyed the slide show of photos of the fun activities the friends enjoyed during the sleepover at the special story-time show the next day. Youth Services Librarian Ann Carpenter is doing a number of craft programs this summer, in addition to her the normal story-times, and the Friends have provided funding for the prizes for the reading program and for many special performances.

Ann has started a new component of the Summer Reading Program called "Summer Science" to promote interest in STEM. (She will begin during regular science programming in the fall.) Youngsters who complete the log of 10 science activities receive their choice of a magnifying glass or bug catcher. So far 64 students have signed up to participate.

This summer a volunteer will be making weekly visits to the Monomoy Community Learning Program summer camp to provide new books and pick up books being returned. This will

provide more recreational reading for the youngsters so they can be included in the reading portion of the Summer Reading Program.

#### Story Walk:

The Story-Walk at Bank St. bogs, a partnership with the Harwich Conservation Trust, has started. On Thursday mornings beginning July 11th an HCT intern will lead a group walk and read the story. The first story is Over in the Meadow by Ezra Jack Keats.

#### "Brooks Free Cinema" Outdoor Movies:

Our six-week series of outdoor movies in Brooks Park begins next week. Youth Counselor Sheila House and the Harwich Conservation Trust are assisting with set up and staffing. The schedule is:

July 11: Over the Hedge	Aug. 1: Madagascar 3
July 18: Dolphin Tale	Aug. 8: 101 Dalmatians
July 25: Finding Nemo	Aug. 15: The Lorax

#### Music in the Port

Please let me know if you're interested in staffing a Library table on one of the following dates: July 24th, August 7 and 21. (July 10 conflicts with the Trustees' meeting.)

#### Technology:

The router for the public network was replaced several weeks ago. The new commercial router is better able to handle the traffic from users of the public computers and users of the wi-fi service, so we should experience fewer crashes of the network this summer.

#### COSTEP MA (Emergency Management Planning for Cultural Resources)

On June 18th I participated in a tabletop planning exercise at the State Archives in Boston.

#### **Building Maintenance:**

##### HVAC

The contractor hired by Rise Engineering discovered that the control system was not working properly and made some temporary manual adjustments to settings to compensate so it wouldn't be 57 degrees until the problem was resolved. Bill Maine, the new project coordinator spent 3 days here in late June restoring the functionality of the controls. The system is now working automatically again, with dampers in the various areas opening and closing appropriately to control the airflow. The air conditioning is now working well.

##### Electrical Work

An electrician completed a large project costing just under \$3000, replacing non-working exterior canister lights on the front porch and by the back door with LED fixtures, replacing ballasts in many interior fixtures, and investigating the problems with the light for the sign.

##### Annual Exterior Painting:

Jack Sullivan has begun work painting the Bank St. side of the building. Work is not yet completed and those funds (\$4800) will need to be encumbered.

Pending work orders for Highway and Maintenance Dept.:

- Locate cause of continued leak on the Mezzanine (again - April, May, June)
- Patch, repair and paint mezzanine ceiling and wall when source of leak repaired. Beginning to mold.
- Repair foam on outside electrical pole to stop leaks in basement Electrical and Sprinkler Rooms. (began again May, June.)
- Continuing problems with the crash bar on Main St. doors, which can stick/be difficult to open even when "unlocked." Various work orders since Nov. Cited by inspector as emergency egress hazard. (Nov/Dec, April, June)
- Depression in cement sidewalk to back door, caused by snow plow, has not been repaired or filled or filled with stone dust. Tripping hazard. (May, June)
- Highway plans to replace rotted balcony railing over Main St. entrance in July. (June)
- Planting and mulching the area where overgrown shrubs removed on Bank St. (June)
- Trimming trees Bank and Main St - overhang building & brush against the sides (June)
- Fixing/replacing door closer on a door to the outer lobby. Called again because the closer is now leaking oil. They plan to order parts. (April/May - late June)
- Crosswalk - move to Oak St and made ADA compliant. Remove curb cut and slope, make brick surface level at current location of crosswalk. (Funds available July 1st.)

**Financial:**

FY13 Budget

A preliminary FY13 budget spreadsheet is included in your packet. It will not be final until invoices for encumbered expenses are received and posted.

FY14 Budget

A spreadsheet of FY14 appropriations is included in your packets.

Respectfully submitted,

Virginia A. Hewitt  
Library Director

**Board of Trustees**  
**Brooks Free Library**  
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508-430-7562, email: mvwarde@comcast.net  
[www.brooksfreelibrary.org](http://www.brooksfreelibrary.org)

From: Mary Warde, Chairman

To: Jim Merriam, Town Administrator

Subj: Reclassification of Public Services Librarian and one Senior Library Technician

Date: June 17, 2013

Encl: 1. Brooks Free Library Organization Chart as of July 1, 2013  
2. Proposed Brooks Free Library Organization Chart

CC: Board of Selectmen

As you know, the Library has been working on a re-organization since last October. With your assistance we were able to accomplish several of the objectives of the re-organization without requiring additional funding. One change that will have a major impact is filling the established but previously un-funded Staff Librarian position. While only 18-hours per week, filling this position will provide the internal technology support we've been lacking and make a tremendous difference helping us respond to the public's growing demand for assistance with electronic resources. Several proposed actions, however, involve reclassifications and require negotiation with the Harwich Employees Association (HEA) and additional funding to implement.

On June 12, 2013 the Trustees voted to approve the reclassifications of the Public Services Librarian (Grade 8) to Assistant Director (Grade 9) and the reclassification of one Senior Library Technician (Grade 4), a 15-hour per week position, to Evening Supervisor (Grade 5). Implementing these actions will be relatively inexpensive, costing an additional \$164 for the Assistant Director and \$843 for the Evening Supervisor for the full fiscal year. We are requesting that these reclassifications be negotiated with the Harwich Employees Association.

Copies of the Library's current and proposed organization charts are enclosed. Please let me know if additional information or action by the Trustees is required.

Thank you again for your assistance.

PRELIMINARY FY13 END OF YEAR BUDGET BALANCES

AS OF 7/5/13

AREA OF EXPENDITURE	Appropriated Amt	Spent	Remaining Balance	Percent Spent
Advertising	\$160.00	\$0.00	\$160.00	0%
Dues, Subs & Travel	\$2,000.00	\$2,050.29	-\$50.29	103%
Electric	\$34,603.00	\$23,405.14	11197.86	68%
Maintenance & Repair	\$37,414.00	\$37,375.57	\$38.43	100%
7/5/13 Note: Maint & Repair balance includes \$4800 encumbered -Exterior Painting				
Library Supplies	\$10,640.00	\$9,983.06	\$656.94	94%
7/5/13 Note: Lib Supplies does not include outstanding orders, final balance close to 0				
Educational Supplies	\$98,750.00	\$98,930.87	-\$180.87	100%
Gas	\$13,000.00	\$13,034.53	-\$34.53	100%
Office Supplies	\$4,050.00	\$4,045.21	\$4.79	100%
Professional & Tech	\$37,747.00	\$37,747.00	\$0.00	100%
Water	\$601.00	\$874.08	-\$273.08	145%
<b>Total Expenses</b>	<b>\$238,965.00</b>	<b>\$227,445.75</b>	<b>\$11,519.25</b>	<b>95%</b>
<b>Wages &amp; Salaries</b>	<b>\$429,265.00</b>	<b>\$423,808.87</b>	<b>\$5,456.13</b>	<b>99%</b>
<b>TOTAL</b>	<b>\$668,230.00</b>	<b>\$651,254.62</b>	<b>\$16,975.38</b>	<b>97%</b>