

Brooks Free Library Board of Trustees

Wednesday, June 12, 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 and April 10 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:
 - A. Letter of Appreciation from Orleans Asst. Town Administrator
 - B. Thank you letter re: excellent service provided by Suzanne Martell and Lee Kelley
6. Old Business:
7. New Business:
 - A. Set Date for Cape Cod Five Update on Lang Fund
 - B. Cape Cod Viewfinders Request for FY14 Meeting Room Use
 - C. Acceptance of Donations
 - D. Requests to carry-over unused vacation
 - E. Annual Review of Library Director's Performance
 - F. Reorganization of the Board
 - G. Designate 3 Trustees to Sign Personnel Actions, Invoices and Other Documents
 - H. Signing Schedule
8. Trustees' Report
9. Adjournment

Authorized posting officer

Virginia Hewitt

Brooks Free Library

Posted by

Town Clerk's Office

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

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Minutes

Brooks Free Library Board of Trustees

Wednesday, April 10, 2013

Thornton Room, Brooks Free Library

739 Main St., Harwich MA 02645

Call to Order: The meeting was called to order by Chair Warde at 7:03 PM. Other trustees present were Brown, McCarty and Schoenfelder. Also present were Virginia Hewitt, Library Director, and Selectman Linda Cebula.

Approval of Minutes: Approval of minutes was deferred until our May meeting.

Reports:

Chair: Warde, Brown and Hewitt attended the Cape Cod Commission's Historic Preservation/Emergency Management Workshop on April 8. They were especially appreciative of talking with Jeremy Ballard, who toured Brooks and will hopefully help us prioritize our many projects.

McCarty moved that the board authorize that Warde and the building committee set the priorities for using any free cash which the selectmen will allow us. Schoenfelder seconded the motion, which passed unanimously.

Director: See written report attached. The MAII insurance inspector visited, and expressed concerns about the carpeting on the stairs and venting of the utility room. Venting is scheduled to be done this week. Clams was down two full days this month because of computer problems. The new phone system is to start on April 29. Cape Net ran fiber into the building for Open Cape. Work continues on the reorganization, and there was consensus that Hewitt proceed and keep the board informed.

Building Maintenance: Electricians put emergency lighting in the rest room. Hewitt expressed hope to obtain a complete set of electrical plans for the building as had been promised. The parking lot lighting has been completed. Warde and Brown met with several men in town maintenance who will be doing the Phase I exterior work. The lighting for the

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**Brooks Free Library
Library Director's Report
June 6, 2013**

Personnel

Organizational Changes:

I met with Town Administrator Jim Merriam in May to discuss our revised organization structure and FY14 staffing. We'll fill the vacant but previously un-funded Staff Librarian position for 18-hours/week starting July 1st. The Staff Librarian is already in the Harwich Employees Assn (HEA) classification plan, so no negotiations were necessary before filling the position. This badly needed position will serve as technology and technical services coordinator and assist in Reference and Youth Services. We were able to accomplish this reorganization within existing funding. Our Salaries budget did not increase nor were the hours of permanent employees reduced. We'll also be filling an 18-hour/week Senior Library Technician that's been vacant. These changes will reduce our reliance on substitutes to fill regular recurring shifts, simplifying scheduling and providing more consistency for patrons.

Personnel Actions:

The Staff Librarian position was advertised internally and I'm pleased to announce that Admin/Reference Assistant Emily Milan was selected for this promotion. The internal posting for Senior Library Technician closes June 11th. Vacancies that result for these personnel actions will then be advertised and filled.

We've hired two new Circulation Assistants ("substitutes") this month, Margaux Fortier and Lynne Grazaidei. Margaux is a graduate of Harwich High and recently received her BS in Communications. Lynne has an MLS and many years of experience in different types of libraries, most recently as Technical Services Librarian and Member Services Librarian.

Organizational Changes Requiring Negotiations:

I also discussed the other proposed organizational changes with Mr. Merriam, namely re-classifying the Public Services Librarian to Assistant Director as recommended by the Classification and Compensation study (Additional FY14 cost - \$164) and the creation of an Evening Supervisor position. (Additional FY14 cost - \$843.) These changes involve changes to the HEA contract and therefore require negotiation. The Town Administrator recommends the Trustees vote to approve these changes and submit a letter to the Town Administrator requesting the changes be negotiated with the HEA.

Operations:

Summer Reading Program:

The theme of the Summer Reading Program is "Dig Into Reading". It kicks off with a performance of the Seaside Circus Clowns in Brooks Park on Tues., June 25 at 7 pm. Youth Services Librarian Ann Carpenter has many special programs planned, something almost every day, in addition to the reading portion of the program. Our Friends group has generously provided the funding for the performers, activities and reading prizes.

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Ann has requested the summer reading lists from the Monomoy Public Schools and will purchase additional materials once she knows what books have been selected.

Every class in the Harwich Elementary School come to the Library for a field trip over the next few weeks. Ann provides a tour and a book talk, and promotes the Summer Reading Program. We'll also be finalizing plans for outreach to youngsters in the Monomoy Community Learning Program's summer camp so they can be included in the reading portion of the Summer Reading Program and receive prizes for the reading they do. We'll also bring a fresh supply of books so the campers have more choices for their recreational reading.

Story Walk:

This summer we're partnering with Harwich Conservation Trust on a Story Walk at the Bank St. Bogs. A Story Walk combines a children's story with a popular walking route as way to get families out walking while also promoting literacy. Laminated pages from a children's book are posted periodically along the trail so walkers can read the story as they go. We plan to change the story every two weeks. On Thursday mornings, beginning July 11th, one of the HCT interns will lead a group walk where she will read the story to the families.

"Brooks Free Cinema" Outdoor Movies:

Preparation continues for the expanded six-week series of outdoor movies in Brooks Park on Thursday evenings. Movies begin at about 8:15, as soon as the sky is dark enough. This year we've expanded the number of organizations we're collaborating with. Youth Counselor Sheila House and the Youth Services Committee continue to be active partners in planning for and staffing the movie nights. This year we'll also be getting help from the Harwich Conservation Trust. This week we met with HCT Asst. Director Ryan Mann and several interns who will provide much needed help staffing the movie nights and setting up and taking down the equipment and screen. The Friends of the Town Band, a group recently incorporated to support the Town Band, will raise funds to defray their expenses by selling drinks and snacks at the first 4 movie nights. A Girl Scout troop will sell the snacks the 6th week. As of this writing the 5th week is still open but Sheila has offers out to various youth and civic groups.

The 2013 schedule is:

July 11: Over the Hedge
July 18: Dolphin Tale
July 25: Finding Nemo

Aug. 1: Madagascar 3
Aug. 8: 101 Dalmatians
Aug. 15: The Lorax

Music in the Port

We'd like to have a Library information table at Music in the Port again this summer. It was a great outreach opportunity and a lot of fun, too, so please let me know if you're interested. This summer's dates are July 10 and 24th, August 7 and 21.

The Friends of Brooks Free Library

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The Friends Annual Meeting is Fri., June 21st at 10 am. Shirley Banford intends to step down after three years as President. She'll continue on the Executive Board and serve as Program Chair for the First Sunday series. The proposed new slate of officer includes Clarice Browne as President and Barbara Constance as Vice President. One subject the Friends will be discussing at this meeting is a proposed change of their meeting date from the 3rd Friday of the month to the 3rd Thursday of the month. The Friends do not meet in July and August.

Technology Instruction:

Reference Librarian Jennifer Pickett and Admin/Reference Assistant Emily Milan held two "E-Reader and Tablets" workshops at the Library in April that were well attended and very successful. The workshop held at the Council on Aging didn't attract many participants due to lack of advertising, but those who attended received personal in-depth help. Jennifer and Emily also revised and simplified our guides for downloading e-books to various mobile devices and updated the E-Book Help content on our website. We continue to offer drop-in "E-Book Help" sessions on Thursday mornings and on June 1st we began offering a second weekly session for the summer on Saturday mornings.

VITAL Program

Assistive Technology Coordinator Carla Burke and I attended the Chatham-Nauset Lions Club meeting on May 1st. Carla was the speaker and provided an update on the VITAL program. Chatham-Nauset Lions members continue to form the nucleus of our volunteer tutors and the Club was once again very generous, presenting us with a check for \$1500.

Technology:

Town Meeting approved the article providing \$29,000 for Library technology. This will allow us to begin implementing our Technology Replacement Plan.

I've made some progress on resolving problems with our public network crashing during periods of heavy use. We've purchased commercial router. An IT professional is setting it up and we plan to install it on June 10th. I'm also investigating options to provide more bandwidth for the summer if the router upgrade does not solve the problems.

The OpenCape fiber was installed in April and additional work was done on it in May. The municipal regional area network won't be ready until the fall, but CapeNet (the contractor who will operate the network for OpenCape) has given higher pricing than anticipated, so it is not clear if municipalities and CLAMS libraries will take advantage of the connection.

I attended third Smarter Cape Summit in May, sponsored by the Cape Cod Technology Council, Cape Cod Chamber of Commerce and OpenCape. I plan to attend OpenCape's reception celebrating completing of the network build on June 14th.

Interview Committee for Snow Library Director

This month I served on the interview committee for the Library Director for Snow Library in Orleans. Coordinated by Assistant Town Administrator Myra Suchenicz, the committee interviewed five candidates and made a recommendation to the Town Administrator. It was great experience and I enjoyed the opportunity to participate.

State Advisory Council on Libraries (SACL)

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I'm serving my second 3-year term on the State Advisory Council on Libraries (SACL), and this month I reviewed 18 grant applications for the Mass. Board of Library Commissioners (MBLC). My sub-committee reviewed grants for Customer Experience in the Digital Age, Serving People with Disabilities, projects promoting interest in STEM (Science, Technology, Engineering and Math), early literacy programs and several Innovative projects involving services to people with autism and their families and using humor to teach life skills at a correctional institute library. Serving on this committee helps me keep up with trends in library services and provides a wealth of information.

On June 7th I'll participate in a SACL focus group on restructuring the MBLC grant program to ensure the funds are directed at projects that will truly make a difference for a library and a community, and that the priorities in the MBLC Long Range Plan are met.

COSTEP MA

I continue to serve on COSTEP MA (Coordinated State-wide Emergency Planning), which brings members of the cultural resources community, emergency management, first responders and municipal planners together to create a framework for emergency response. On June 18th I'll participate in a tabletop exercise at the State Archives in Boston.

Volunteer Training and Appreciation

In preparation for the summer, Public Services Librarian Suzanne Martell and Senior Library Technician Nicole Hansen will be conducting volunteer training on Mon., June 10th. They'll provide a tour of the building and conduct sessions on shelving and other procedures, and review the guidelines for entering patron data into the automated system and issuing new library cards at our summer Patron Registration Desk. A light lunch will be provided to thank the volunteers for their service.

Building Maintenance:

New Phone System:

Town Technology Coordinator Foster Banford had the new phone system installed on Monday, April 29th. We're now connected to the same IP-based phone system used by Town Hall and Public Safety. We had a few hiccups with the conversion caused by Earthlink did not notifying Verizon in advance to port over our phone numbers. Our regular phone numbers didn't work until Thursday, May 2nd, but Foster was able to give us a temporary number that patrons could use to reach us. This upgrade was very much needed as the two voice lines were insufficient and patrons regularly got busy signals when trying to call. The new system has all the modern conveniences - an automated menu system, caller ID and voice messages. We very much appreciate Foster's efforts!

Leaks:

In April the Hwy Dept. repaired the flashing that appeared to be causing the leak over the stairs on the Mezzanine. The leak began again on May 24th, however. The Hwy Dept responded immediately and checked the attic but weren't able to find the source of the leak. I haven't received any updates, so I don't know what other investigation has been done. The ceiling needs to be patched and painted after the source of the leak is found and repaired.

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The leak from the conduit where the broadband and fiber cables enter the building has also recurred. on May 24th. Since it was still raining heavily, Hwy added duct tape to the foam on the conduit for the fiber and broadband cables as a temporary measure, which stopped the flow of water. When OpenCape personnel visited last week, the technician completely replaced the foam. We've had heavy rain since then but that conduit hasn't leaked again.

A 3rd leak re-occurred on May 24th, this one from the electrical conduit into the building. Puddles form under the main electrical panels in the Electrical Room and the water seeps into the adjacent sprinkler room. Hwy replaced the foam on the conduit from the outside pole last year. The top of this conduit is about 12 feet off the ground, so Hwy personnel weren't able to repair it during the storm on 24th. It doesn't appear that the foam on that conduit has been replaced yet and the conduit continues to leak when it rains.

HVAC

Last summer's air conditioning repairs weren't completed until October. Rise Engineering offered to pay for maintenance this year so they can be sure the problems have been resolved. Their project with Cape Light Compact is finished and they're not obligated to do this, so this was a generous offer and speaks to the integrity of the president of the company. Rise has assigned a different project engineer, Bill Maine, who was brought in to consult last summer when the project kept running into difficulties. A1 Refrigeration will be the local company. They did the seasonal maintenance and started the air conditioning on May 15th.

Several items from other libraries got wet when a blocked condensation pipe from the small air handler in the Book Drop Room caused a leak on May 22.. Public Services Librarian Suzanne Martell has contacted the other libraries and offered to pay for replacements.

We've had issues with the control system not working properly. Indoor temperatures have frequently been in the 62-65 degree range. On Wed. June 5 it was 58 to 60 in most of the building. A1 made some manual adjustments on June 6th to temperature settings for the air handlers. They will notify Rise that the dampers in the ducts are not closing when the thermostats are satisfied, so cold air continues to flow into the space. The repair of the motors associated with those dampers were all replaced last summer and the thermostats they are connected to were calibrated, so this should not be happening.

Plumbing

The new water fountain on the 2nd floor was installed on Mon., April 15th. Thanks to Trustee JoAnne Brown for coordinating this and for supervising the work so staff members didn't have to come in on the holiday.

Venting and Air Conditioning in Basement

Healthy Air installed the hydrogen sensor and venting for the Electrical Room in April. Town Meeting approved \$7600 for air conditioning for Electrical and Computer rooms. We'll have it installed as soon as possible after July 1st when the funds become available. I provided information about the inverter system to the Deputy Fire Chief, as the batteries could be hazardous in a fire. Several captains and personnel assigned to their shift have come in to familiarize themselves with the inverter location and operation.

Interior Maintenance article

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Re-carpeting the entire library is estimated to cost \$122,000 for carpeting of the quality and durability needed to withstand heavy public use. The Selectmen and Finance Committee recommended using \$25,000 from free cash to begin the project and Town Meeting approved the funding. It will be used to replace the worn, frayed carpeting on the stairs and ramp to the Children's Room and to re-carpet the Children's Room, lobby, Mezzanine and areas adjacent to the stairs on the 1st and 2nd floor.

As we begin working with vendors this summer we'll seek input from Capital Outlay Committee and Finance Committee on whether to structure the rest of the project over one or two years and we'll begin the process to seek funding for the rest of the project.

Phase I Exterior Restoration and Preservation:

The Hwy and Maint. Dept. replaced the rotted door at the west end of the Brooks Block and some rotted clapboards on the addition that connects it to the Bank Building. The wood is now ready for painting. They'll also paint the posts of the new sign when they paint the siding. They checked on the gutters and rotted fascia in that area and reported the gutters needed to be cleaned and a lot of the problem was due to downspouts not being properly connected. (Note: work orders had been submitted. for this work.) They reported the primary problem is not due to rot. It is simply the age of the paint. Due to the number of layers, it is now pulling away from the building.

Exterior Grounds

Last week the Highway Dept. removed the overgrown shrubs from the Bank St. side of the Bank building. They've asked a local club to adopt the area, but if they're unable to, they'll plant some small shrubs and add mulch to the area. The Hwy Dept. also plans to trim the trees on Bank and Main St which overhang the building and brush up against the sides.

Crosswalks:

The dangerous mid-block crosswalk in front of the Library will soon be relocated to the corner of Main St and Oak St., and ADA-compliant curb cuts will be installed. The current curb cut and the slope to it will be repaired so that the bricks in that area of the sidewalk are level again. The crosswalks at Bank St and Main St. will also be made ADA-compliant.

Other building work:

The Hwy Dept. plans to replace the rotted balcony railing over the Main St. entrance in July. It will cost less than \$900 to do the work in-house.

I reported in April that the Hwy and Maint Dept. had completed the adjustment of the crash bar on the front door. Unfortunately, problems remain and the door often cannot be opened even when unlocked. They will evaluate it again and recommend a course of action.

A snow plow scraped the cement apron by the rear entrance to the parking lot, chipping out a depression that could cause someone to trip. We submitted a work order on May 3rd after a patron brought it to our attention. When I also showed it to the Hwy Director on May 13 he indicated temporary patches would not last. Before replacing the large cement square, however, he recommended filling the depression with stone dust, which should stop the toe of patrons' feet from going into the depression, causing them to trip.

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I've contacted Jack Sullivan about doing the annual exterior painting that is part of our budgeted maintenance funds. He will evaluate the building and let me know what areas he can do with this year's funds and what his schedule will be.

Financial:

FY13 Budget

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

I've submitted documentation of our expenses related to our special opening on Monday Feb. 11th following the blizzard to Emergency Management Director Lee Culver for inclusion in Harwich's claim for federal disaster assistance.

Future Budget Considerations:

Prior to Town Meeting a letter to the editor opposing a proposed expansion project in another department argued that any additional Town funding for operating costs should be given to the Library since we have not yet added back the day of operation that was lost in 2005. Following the publication of that letter, I was asked by several patrons how much it would cost for the Library to open on Mondays. A preliminary estimate at current pay rates, done quickly without revising every staff members' schedule, is that opening on Mondays for 6 hours, 10 am to 4 pm, would cost approximately \$53,000. Opening for 9 hours on Mondays, 10 am to 7 pm, would cost approximately \$60,000. If this is something the Trustees are interested in pursuing in the future, I will, of course, do more detailed calculations. Opening 6 days complicates staffing since our professional librarians are full-time and work a 5-day week and how staff members are scheduled makes a difference in the costs. Staffing levels need to be maintained so that sufficient higher-level assistance is always available during open hours so that quality of service is provided.

Respectfully submitted,

Virginia A. Hewitt
Library Director