

Brooks Free Library Board of Trustees

Wednesday, March 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 Feb. 12, 2014
3. Public Comment
4. Reports:
 - A. Chairman
 - B. Library Director
 - C. Building Maintenance Committee
 - 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:
 - A. Draft Revision of Policy on Display and Distribution of Non-Library Materials – discussion and vote
8. Trustees' Report
9. Upcoming Meeting(s)
 - A. Meeting with Finance Committee – Tues. March 25 at Community Center, 6:25 pm
 - B. Next Trustees meeting – Wed. April 9, 2014 at the Library, 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 March 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 508-430-7562 or brooksfreelibrary@clamsnet.org.

Brooks Free Library Board of Trustees

Wednesday, Feb. 12 2014 7:00 pm
Thornton Room, Brooks Free Library
739 Main St., Harwich MA 02645

DRAFT Minutes

1. Call to Order/Attendance - Trustees present: Ann Emerson, Bill Crowell, Joan McCarty, Mary Warde, JoAnne Brown and Jeannie Wheeler. Also present: Library Director Ginny Hewitt.

2. Approval of Minutes of Dec. 11, 2013 - Joan made a motion to accept the minutes as written. Jeannie seconded and the vote to accept was unanimous.

3. Public Comment - Joan has heard from a friend who home schools her children. She loves the library programs.

4. Reports:

A. Chairman

Ginny & Mary met with Chris Clark, new Town Administrator.

They invited him to come to one of our meetings.

Mary will be on the committee to interview applicants for the Assistant Town Administrator position.

B. Library Director

The HEA contract has been finalized and we can now fill the reclassified positions.

CLAMS has voted to contract with Open Cape

There has been great response to the Knitting Group newspaper article in the Cape Cod Times but there are 25 members already

C. Building Maintenance Committee

Jeannie and JoAnne met with Sean Libby. They asked what he would be taking over. They will talk to him directly about maintenance items.

1. Emergency Light Inverter - Sean will follow-up on this and keep them posted
2. Septic Back-up - The repairs are due to be done shortly
3. JoAnne spoke with Nicole Price and TJ Turner about the CFL lights that have not been replaced

D. Liaison from Board of Selectman – not present

E. Friends of Brooks Free Library - not present

5. Correspondence: none

6. Old Business:

A. FY15 Budget and Town Meeting Articles

Mary & Ginny met with Town Administrator & Town Accountant. The Town Administrator removed additional hours for the staff librarian from the salaries line but included the funds for that article in his budget. Because he'd found the funding

for it, an article isn't necessary so he discussed putting that \$16,173 back in the Salaries line and eliminating the article from the warrant.

The Town Administrator's budget took \$10K out of maintenance -- the result is it comes out interior painting, carpet repairs and grounds maintenance -- but the rest of the budget lines were not cut.

The Town Administrator's budget included \$112,000 for our article for carpet replacement but he indicated he may have to reduce the amount. After discussing this possibility, the Trustees felt strongly that the project should be funded for the full amount requested, as approved in the Capital Outlay Plan, to avoid the additional expenses and disruption of library operations that would occur if the project was broken out over several years.

The Town Administrator had not located a source of funding for the article to restore Monday hours. The Trustees were not willing to withdraw this article in the hopes that funding may be found later in the budget process.

JoAnne made a motion that we authorize Ginny & Mary to withdraw the article asking for additional staff librarian hours if the selectmen provide us with sufficient funds to the salary & wages line in the budget to cover the \$16,173 needed. Joan seconded the motion and the vote to approve it was unanimous.

8. Trustees' Report

In March Joan hopes to form an English Conversation Group for Non-English Speakers on Thursday evenings. This needs publicity.

Dog reading program ---- Someone approached Joan about bringing dogs into the library and having children read to them.

9. Upcoming Meeting(s)

A. Next meeting -- Wed. March. 12, 2014 - 7 pm

10. Adjournment

Jeannie Wheeler made a motion to adjourn. JoAnne Brown seconded and the vote to approve was unanimous. The meeting was adjourned at 8:16 P.M.

Respectfully submitted,

JoAnne Brown

**Brooks Free Library
Library Director's Report
March 6, 2014**

Administrative/Operations:

Personnel :

We're advertising internally for the two positions reclassified in the Harwich Employees Association – the Assistant Director and 15-hour Shift/Evening Supervisor - and to fill the vacant 18-hour Admin/Reference Assistant and 15-hour Senior Library Technician. The internal announcements close March 12th. If there are no qualified internal applicants, then we'll advertise externally to fill the positions.

Historic District/Historic Commission:

Building and Grounds Co-chair JoAnne Brown and I met with the HDHC on Feb. 19th to bring them up to date on our CPC request for funds for an assessment of the exterior of the historic portions of the building and the streetscape. The following week I met with HDHC member Jeanne Steiner, who's been appointed by the Commission as their liaison to the Library.

Proposed Policy Revision on "Display and Distribution of Non-Library Materials":

I've prepared a revision of the policy on the "Display and Distribution of Non-Library Materials" that you approved in 2007 to strengthen it in several areas that needed clarification. I'm attaching a copy of the draft revision and the current policy for your review prior to our discussion at the meeting next week. Some sections have been moved, so the two policies don't read word for word the same in the same order, but the new content on the revision is highlighted in yellow so you can see what is being added.

Completed Shelving Project in Young Adult Area:

This week the Woodworkers Group of the Chatham-Harwich Newcomers installed a combined counter/workstation for the CLAMS Catalog and Self-Checkout in the Childrens/Young Adult area. This completes their project of installing custom built shelving in that area. The workmanship on this unit and shelves is excellent and they make a huge improvement in both the appearance and functionality of the space.

Youth Services Report

We've decided not to pursue the Tweens and Teens Grant from the Mass. Board of Library Commissioners. The number of people putting in for the grant this year is unusually high, making the grant round more than normally competitive. Many of the other grant applicants have only a minimal young adult collection, no young adult space, and no programs for this age group, whereas we already have a very strong teen book collection, newly built shelving and teen programming already, meaning that we would be rated low on need. We already have large numbers of young people who come here regularly after school and frequently at capacity. Without additional dedicated space it would be difficult to expand our after-school offerings. Many of the positive outcomes we were hoping would come forth from the grant can still be pursued with minimal extra funding, such as working more closely with the schools and other community organizations.

In response to patron feedback that there are no library programs and very few community outlets for young children on the weekends when working parents have the opportunity to do something special with their child, Youth Services Librarian Ann Carpenter has started a new Saturday program in March called "Little Hands Art." This 5-week series will feature process art, where the focus is on exploring art materials and experimenting with techniques, rather than on producing a particular image or end product. The series began on March 1st and was very successful. Youngsters created art by running Matchbox cars through paint. Approximately 24 children and their parents attended and two teen helpers from our Teen Library Corps assisted Ann with the program. Ann reported one difference from other programs was an unprecedented number of dads attended. Little Hands Art is scheduled to run through March 29th but if it continues to be successful we'll consider continuing it.

February vacation programs were very well attended. Special programs for school age youngsters included Legos, a Teen/Tween Iron Chef program, and a craft program making a ball. The second Stuffed Animal Sleepover on Friday Feb. 21st was a huge hit. Approximately 40 youngsters dropped off their stuffed friends on Friday and came back on Saturday morning for a special story time and slide show with photos showing the Stuffed Animal Olympics their friends held during their sleepover. Two volunteers from the Teen Library Corps also helped Ann with this program, running the Olympic events and taking photographs. We received lots of positive feedback on all the programs from both the children and parents.

Ann and Staff Librarian Emily Milan visited the Harwich Elementary School first grades classrooms just before February vacation to demonstrate the children's e-books available through our subscription to Tumblebooks to the teachers and students. A flyer explaining Tumblebooks was sent home with the students. In the two weeks since the presentation, Tumblebooks views from our patrons has increased by close to 1,000%. Ann and Emily plan to visit the kindergarten classes for a similar presentation in March. In the future they plan to visit the kindergarten classes every year to introduce the new students to the program.

Reference Report:

Since the suspension of the Virtual Catalog in December, patron requests for mediated Inter-Library Loan service to obtain items from outside of the CLAMS consortium have increased exponentially. In February our Reference staff completed 52 ILL requests, meaning the item was actually received and checked out, versus 6 ILL items checked out in February 2013. (Note: The items requested by patrons may not be able to be located and/or the owning library may not agree to lend it, so the workload is actually higher than the number of ILLs checked out indicates.) Processing of mediated Inter-library Loans is labor-intensive – Reference Librarian Jennifer Pickett estimates each request takes about an hour to an hour and a half of staff time, broken up into 15 minute sections. Other changes in the past few years mean delivery and packaging of ILL items no longer centralized in the state and is now the responsibility of each individual library. The huge increase in staff time needed to verify information about items requested, locate items, initiate lending requests and communicate with the patron has been a strain on the Reference staff and takes time away from other functions. Several additional staff members were recently trained to assist, but each only spends about three hours per week in Reference, so it will take some time for them to learn the process and develop expertise.

At the recent Resource Sharing Forum held by the Mass. Library System (MLS) at the Mass. Maritime Academy, Jennifer learned about another big transition with state-wide ILL this

summer. MLS will take over mediated ILL services from the current contracted ILL centers at the Quincy and Wellesley libraries as of July 1st. All staff members processing ILL request will then need to learn a new software program.

In August the replacement for the Virtual Catalog, called the Commonwealth Catalog, is expected to go online. The nine automated networks in the state will be added to it on a staggered basis, so initially it will have limited items available for loan. CLAMS is expected to be among the first automated networks to participate in the Commonwealth Catalog, so the mediated ILL workload will begin to decrease. As other networks are added over time and it becomes more useful, the volume of mediated Inter-library Loan requests will continue to drop.

In other Reference news, questions about tax forms are coming in all day long, and will continue to until April 15. Patron requests for help with eBooks and technology-related questions remains high.

Maintenance:

Sprinkler System Repairs:

We are disputing a Simplex bill for the attempted installation of an incorrectly sized compressor for the sprinkler system on Jan. 17th. (The correct size compressor was installed on Jan. 29th.) A sprinkler head in the west stairwell and gauges in the Sprinkler Room were replaced in Feb.

Liner in Pipe to Septic System

The Town's Facilities Maintenance Manager arranged installation of a clear plastic liner in the sagging main pipe to the septic system. This will prevent a septic back-up from recurring. The Finance Committee is aware that we may need a Reserve Fund Transfer later in the year to cover the \$5500 cost and has earmarked funds for this.

Electrical repairs:

The electrician was called again this month when lights around the building began flickering. We isolated the problem contactor switch on the main panel at the Circulation Desk and left it off until he could come and replace a component in the contactor box. The electrician indicated some of the ballasts ordered for other pending lighting repairs have not yet arrived. He was also asked to replace the 4 remaining components in the contactor box, since they now seem to be going, to prevent future problems.

Other updates:

Highway and Maintenance has pending requests to investigate/repair the leak on the Mezzanine, investigate solutions/seek other quotes for the \$7000 repairs to the automated handicapped accessible doors, investigation of problems with the emergency light inverter, and replacement of the balcony railing over the front door. They will complete the move of the crosswalk to the corner of Main and Oak St. in the spring.

Financial:**FY15 Budget Request and Town Meeting Articles**

The Trustees met with the Board of Selectmen on Monday Feb. 24th to discuss Article 32, which seeks \$75,000 to restore Monday hours. The Chair of the Selectmen agreed that use of the Library demonstrates the need for restoring Monday openings but stated they do not anticipate finding funds to do it this year. Trustee Chair Mary Warde and Trustee William Crowell asked the Selectmen to leave the article on the warrant in case funds are identified later in the budget process. They indicated we are not seeking a ballot question/override for the funds; they indicated our intention to bring the request back next year if the money isn't available this year.

The Town Administrator has added the \$16173 needed to increase the Staff Librarian's hours from 18 to 30 hours per week into our Salary and Wages line. He anticipates that the article seeking those funds will not be included in the warrant since the funds have already been provided in the budget.

The third article, which requests \$112,000 to replace carpeting has been approved by the Capital Outlay Committee for FY15 and is funded for the full amount in the budget recommended by the Town Administrator.

We are scheduled to meet with the Finance Committee about the Library budget and articles on March 25th at 6:25 at the Community Center.

Respectfully submitted,
Virginia A. Hewitt
Library Director

Public Services Librarian's Report March 2014

Programming: The Friends' Program in February with local author, Leslie Meier had 60 attendees and the March program with Ireland and Cape Cod Photography had 36. We did not have an adult craft in February due to lack of registrations and did not offer one in March as a result. The talk on the History of the Cape Cod Railroad had 55 individuals with many of them going to the Harwich Historical Society afterwards to view the Railroad Exhibit and have refreshments. The other adult programs have been getting a steady number of participants.

Trustee Joan McCarty is coordinating the new weekly English Conversation program for non-native speakers on Thursday evenings, which starts March 6th. Upcoming programs in March include the Crabgrass Blues Band on Sat. March 15 at 2 pm, Finding Your Irish Ancestors on Tuesday March 18th at 6:30 pm, and farms of Cape Cod with Stephanie Foster on Sat., March 29th at 2 pm. The next program in the Friends' "First Sunday" series is "Color All Summer with Annuals" with C.L. Fornari on Sunday April 6th at 2 pm.

Staff Training: Readers' Advisory Training Plan has been scheduled for 7 Mondays as follows:

Mon., March 24	10-1	Romance
Mon., April 28	10-1	Adventure, Suspense, Thrillers & Romantic Suspense
Mon., June 16	9-1	All staff meeting/Fantasy, Historical Fiction, Westerns

Mon., Sept. 22 10-1 Gentle Reads, Horror, Romance, Women's Lives & Relationships

Mon. Oct. 20	10-1	Book Talking
Mon. Nov. 17	10-1	Articulating a Book's Appeal
Mon. Dec. 15		Form-Based Readers' Advisory
mid to late Jan. 2015		Form-Based Readers' Advisory goes live

The topics of the sessions may change but these are the ones tentatively scheduled for now. We will be watching a webinar of the genre and will read a book in that genre before the next meeting where we will share the titles read with each other. The next webinar on a different subject will then be watched.

Collection Development: The Large Print Fiction section is almost finished being "weeded" to make room for newer titles and the beginning row of fiction has begun to be examined for deselection.

Respectfully Submitted,
Suzanne Martell, Public Services Librarian

DRAFT REVISION

prepared 2/19/14 VH

POLICY ON POSTING AND DISTRIBUTION OF NON-LIBRARY MATERIALS

The purpose of this policy is to clarify the types of non-Library materials that will be accepted for the public bulletin board and display area. Posting or distribution of non-Library materials does not indicate endorsement of the content, ideas, issues, events or activities promoted by those materials. This type of information differs from the Library's formal collection of print and non-print holdings, which are reviewed and selected by Library staff members using professional collection development standards and tools. **Staff members may create display and distribution areas in other locations using materials from the Library's collection and selected non-Library sources.**

Passive distribution of non-Library flyers, brochures and other print materials concerning local events, activities, programs and organizations will be allowed in the designated by public bulletin board and display area. Priority will be given to:

1. Library flyers, brochures and materials
2. Materials from Town departments and other government agencies
3. Brochures and flyers for dated local events and publications containing calendars of community events
4. All other publications

Materials will not be accepted from commercial or for-profit organizations or from individuals offering fee for services, for example, home repair services, paid tutors or tutoring services, babysitting, etc. Postings by individuals offering services for a fee, such as home repair, tutoring or babysitting, or that result in the financial gain of an individual, such as auto sales or yard sales, will not be allowed. Materials advertising fund raising activities of local educational, civic and non-profit organizations will be allowed. The Town reserves the right to select items to be displayed or distributed and may not approve otherwise qualified items due to limitations of space or general interest. The Town does not guarantee permanent space to any single publication.

Patrons have the right to enjoy undisturbed use of the Library. Non-passive distribution of non-Library materials, such as handing out materials or engaging or attempting to engage patrons in discussions of the non-Library event, activity, organization or issue will not be allowed. Because it is not consistent with passive distribution, petitions **and materials that contain active solicitations such as content advocating letter writing or email campaigns will not be accepted. The Library may periodically distribute our own surveys or those provided by other Town departments, boards and committees. Surveys from other organizations or entities will not be accepted.**

Materials for display or passive distribution for non-Library events or organizations will be limited to the public bulletin board and adjacent brochure display holder. **Library staff members may select materials about activities for children and youth, parenting and child development for display or distribution in the Youth Services area.**

Floor and counter-top displays from Town departments, boards and committees and other government organizations will be accepted if space is available to accommodate the materials. Floor or counter-top displays from non-government organizations will not be accepted. Non-Library flyers, signs, displays or postings are prohibited from being attached to the doors,

windows, or exterior of the building or displayed on the Library grounds or on the sidewalks adjacent to the Library.

Library personnel must authorize all posting and distribution before it occurs. Authorization to display materials will be based on the provisions of this policy and will not be based upon the viewpoint or beliefs expressed in the materials. The following items will not be accepted for display or distribution:

- Materials that promote or oppose any political candidate, ballot measure **or that espouse partisan politics.**
- Materials that support or oppose a specific religious conviction.
- **Materials that demean others or promote hostility towards any person or groups.**

Display and distribution area space is limited and the following rules apply:

- Bulletin Board – Announcements may be posted one month prior to an event and will be displayed on a space available basis. Flyers will be limited to 8 ½” by 11”.
- Distribution Area – Non-profit organizations may provide dated materials for passive distribution in the designated area. A limited number of copies of free publications of local interest may accepted for distribution if they contain local event listings and meet the other criteria established in this policy. The Library cannot provide storage space for non-Library materials and will not accept more than 25 copies of a brochure, pamphlet or other publication at one time. Materials may be rotated for display in accordance with community interest, demand and available space.
- Materials remaining after posting or distribution will be discarded, as will materials left at the Library without authorization.

Appeal: Any individual or organization denied use of the display and distribution area may appeal the decision of Library staff to the Library Director. Further appeal may be made to the Board of Trustees at their next regularly scheduled meeting.

BROOKS FREE LIBRARY

POLICY ON POSTING AND DISTRIBUTION OF NON-LIBRARY MATERIALS

The Library will allow passive distribution of non-Library materials by providing a public bulletin board and display area for flyers, brochures and other printed materials concerning local events, courses, programs, and organizations, on a first-come, first-served basis. Priority will be given to library programs and services first, government publications second, dated local events third, all other publications fourth. Materials will not be accepted from for-profit organizations or from individuals offering fee for services, for example, home repair services, paid tutors or tutoring services, babysitting, etc., or commercial or for-profit enterprises.

Patrons have the right to enjoy undisturbed use of the Library. Non-passive distribution of non-Library materials, such as handing out materials, or engaging or attempting to engage patrons in discussions of the non-Library event, organization or issue will not be allowed.

Flyers, announcements or materials for display or passive distribution for non-Library events or organizations will be limited to the bulletin board and adjacent brochure display holder. This type of information differs from the library's formal collection of print and non-print holdings. It is often ephemeral and time-sensitive. Floor and counter-top displays from departments and committees of the Town will be accepted if space is available to accommodate the materials. Floor or counter-top displays from organizations other than Town departments or committees will not be accepted. Non-Library flyers, signs, displays or postings are prohibited from being attached to the doors, windows, or exterior of the building or displayed on the Library grounds or on the sidewalks adjacent to the Library.

Authorization to display materials will be based on the provisions of this policy and will not be based upon the viewpoint or beliefs expressed in the materials. Posting or distribution of any materials in the library does not indicate Library endorsement of the ideas, issues, or events promoted by those materials.

Library personnel must authorize all posting and distribution before it occurs. The following items will not be accepted for display or distribution:

- Materials that support or oppose any political candidate or ballot measure. However, election information, such as that provided by the Secretary of State or the League of Women Voters will be made available.
- Materials that support or oppose a specific religious conviction.
- Because it is not consistent with passive distribution, materials asking for library users to sign a petition or letter are not permitted.

Display and distribution area space is limited and the following rules apply:

- Bulletin Board – Event announcements will be accepted for dated events whose principal sponsors are non-profit organizations. Announcements will not be posted more than one month prior to an event and will be displayed on a space available basis. Flyers will be limited to 8 ½” by 11”.
- Distribution Area – Non-profit organizations may provide dated materials for passive distribution in the designated area. A limited number of copies of free newspapers and publications of local interest, such as Kids on Cape, Vitality or Prime Time, will be accepted for distribution. The Library has no storage space for non-Library materials and will not accept more than 25 copies of a brochure, pamphlet or other material at one time. Materials for passive distribution may be rotated for display in accordance with the demand and space available.

Materials remaining after posting or distribution will be discarded, as will materials left at the Library without authorization.

Adopted by the Brooks Free Library Board of Trustees on Feb. 15, 2007.

Revision approved Dec. 10, 2008

FY14 Budget Balance Summary

2.28.2014

AREA OF EXPENDITURE	Appropriated Amt	Spent	Remaining Balance	Percent Spent
Advertising	\$160.00	\$40.50	\$119.50	25%
Dues, Subs & Travel	\$2,100.00	\$1,856.03	\$243.97	88%
Electric	\$30,848.00	\$18,699.48	\$12,148.52	61%
Maintenance & Repair	\$40,000.00	\$26,674.21	\$13,325.79	67%
Library Supplies	\$11,270.00	\$7,001.88	\$4,268.12	62%
Educational Supplies	\$100,000.00	\$74,749.77	\$25,250.23	75%
Gas	\$13,000.00	\$8,264.44	\$4,735.56	64%
Office Supplies	\$4,050.00	\$3,419.41	\$630.59	84%
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	\$180,942.75	\$61,589.25	75%
Wages & Salaries	\$449,663.96	\$282,346.69	\$167,317.27	63%
TOTAL	\$692,195.96	\$463,289.44	\$228,906.52	67%