

## **Brooks Free Library Board of Trustees**

**Wednesday, Nov. 13, 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 Oct. 9, 2013
3. Public Comment
4. Reports:
  - A. Chairman
  - B. Library Director
  - C. Building Maintenance Committee
    1. Emergency Light Inverter
    2. Phase I & II - Exterior Work
    3. Carpeting
    4. Updates on other work
  - D. Liaison from Board of Selectman
  - E. Friends of Brooks Free Library
5. Correspondence:
  - A. Letter from MBLC approving Long Range Plan
6. Old Business:
  - A. Art, Historic and Cultural Collections
7. New Business:
  - A. Acceptance of Donations
  - B. FY2015 Budget Submission – discussion and vote
  - C. Discussion of potential Town Meeting articles
8. Trustees' Report
9. Upcoming Meeting(s)
  - A. Next meeting – Wed. Dec.11, 2013, 7 pm
  - B. Trustees Annual Meeting with Board of Selection – Mon. Dec.16, 7 pm
10. Adjournment

**Authorized posting officer**

**Posted by**

\_\_\_\_\_  
Virginia Hewitt  
Brooks Free Library

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Town Clerk's Office

Agenda submitted electronically to Town of Harwich for posting Nov. 7, 2013

*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).*

**Brooks Free Library  
Library Director's Report  
Nov. 8 2013**

Personnel:

No changes this month. We're waiting for the HEA contract to be finalized so we can advertise internally and fill the Asst. Director and Shift Supervisor positions.

Long Range Plan:

The Long Range Plan was submitted to the Mass. Board of Library Commissioners and we've received a letter notifying us that it has been approved. The plan is on our website and print copies were provided to the Selectmen. Since many goals, objectives and activities overlap with, support and enhance the work of others, we'll be distributing copies to Town departments, boards and committees next week, using the opportunity to make them aware of our reference services and offering our assistance in their efforts to improve public understanding of issues and concerns related to their area of responsibility.

Radio Interview

Youth Services Librarian Ann Carpenter was interviewed recently by Jeremy Zeitland of Cape Cod Broadcasting about the importance of story-time for the development of pre-literacy skills, interest in learning and school readiness. The segment aired Nov. 4<sup>th</sup>.

Assistive Technology Update:

This week Staff Librarian Emily Milan and Assistive Technology Coordinator Carla Burke finished the set-up of a new computer for public instruction for people with vision loss. Updating to Windows 7 required a complete re-vamping of our curriculum as the software programs interact very differently with the operating system. This task has been a year-long effort for Carla, requiring multiple extended contacts with tech support from the various software vendors. The software vendors haven't worked out all kinks caused by the more graphic operating system, so it's likely that Carla and Emily will still spend a significant amount of time troubleshooting as problems come up but we are finally ready to begin offering updated basic instruction in assistive technology with Windows 7 and Office 2010.

Building Maintenance:

A copy of the maintenance spreadsheet as of Oct. 30, 2013 is included in your packets. It has not yet been updated based on information from the Building and Grounds committee's monthly update with Highway and Maintenance.

A major event this month was a backup from the septic system on Oct. 22<sup>nd</sup> from the drains in the ladies room in the basement and the sprinkler room and spread to several adjacent areas. I was away at the time but the backup was handled very capably by Public Services Librarian Suzanne Martell. The flow was not actively coming from the drains when the back-up was discovered. Suzanne and Senior Library Technician Pam Paine acted quickly to prevent it from continuing to spread. Suzanne contacted Trustee Chair Mary Warde, who came in immediately and together they determined a course of action.

Robert Our Co. responded quickly to check the septic system. The septic system wasn't full and hadn't caused the back-up. It was time for a routine pumping, so they took care of that while they were here. Roto-rooter was then called to examine the drain. They came that afternoon and determined there was no longer a blockage and it was safe to remain open with the restrooms in use. They returned the next day to conduct a more detailed examination of the main drain pipe to using a camera. The video inspection revealed an area where the pipe is sagging. A small leak in a joint has been washing away the sand under the pipe. This will need to be corrected soon so the backup does not occur again. The technician reported repairing or replacing the pipe would be a major and expensive project, requiring excavating under the meeting room and under the parking lot. He suggested an alternative of installing a liner in the pipe and provided the name of a company that does this to John Eldredge from Highway to contact. John reported on Oct. 31<sup>st</sup> that no-one had returned his call yet so he would call the company again. This could be an expensive project which would require a request for a reserve fund transfer.

On Wed., Oct. 23, Chris Nickerson, the Asst Director of the Highway Dept., arranged for Whelan Restoration to finish the clean-up. They disinfected the rooms and any materials that had been in contact with the back-up and brought in industrial fans and de-humidifiers. Most of the affected area has hard flooring, which could be disinfected, but the carpeting in the basement hallway had to be removed. The cement floor of the hallway is now uneven, with ridges of glue, and an metal cover for an access point to the drain sticks up an inch or two in the middle of the walkway, so the flooring will need to be replaced once we know the problem has been fixed.

I'd like to express my appreciation for Suzanne, Mary and Pam's efforts. It was a stressful situation and they went above and beyond the call of duty to determine the correct action to take and prevent further contamination.

FY14 Budget balance - as of Oct. 31, 2013

AREA OF EXPENDITURE	Appropriated Amt	Spent	Remaining Balance	Percent Spent
Advertising	\$160.00	\$40.50	\$119.50	25%
Dues, Subs & Travel	\$2,100.00	\$1,487.33	\$612.67	71%
Electric	\$30,848.00	\$10,671.67	\$20,176.33	35%
Maintenance & Repair	\$40,000.00	\$11,342.97	\$28,657.03	28%
Library Supplies	\$11,270.00	\$3,837.64	\$7,432.36	34%
Educational Supplies	\$100,000.00	\$41,855.19	\$58,144.81	42%
Gas	\$13,000.00	\$193.20	\$12,806.80	1%
Office Supplies	\$4,050.00	\$2,305.14	\$1,744.86	57%
Professional & Tech	\$40,147.00	\$20,626.70	\$19,520.30	51%
Water	\$957.00	\$260.64	\$696.36	27%
Total Library Expenses	\$242,532.00	\$92,620.98	\$149,911.02	38%
Wages & Salaries	\$449,663.96	\$145,005.88	\$304,658.08	32%
<b>TOTAL</b>	<b>\$692,195.96</b>	<b>\$237,626.86</b>	<b>\$454,569.10</b>	<b>34%</b>

Capital Plan Submissions and Meeting:

Trustee Chair Mary Warde, Building and Grounds Co-Chair Jeannie Wheeler and I met with the Capital Outlay Committee on Oct. 16<sup>th</sup> to discuss our requests for the following projects:

FY15 - \$112,000 – Carpet Replacement – New request, submitted Aug. 2013.

FY16 - \$100,000 – Exterior Preservation/Restoration/Maintenance – New request, Aug. 2013. Note: In FY16 will be 20 years since renovation on exterior (1996-1998)

FY17 - \$132,000 – Replace Roof submitted 2012. Approved, included on Capital Plan.

FY18 - \$29,000 – Replace Smoke & Heat Detectors. Submitted Aug. 2012. Note: 10 years since replacement. (Under \$50,000 threshold, but submitted for tracking.)

FY18 - \$100,000 – Interior Modification/Renovations – New request, submitted Aug. 2013. 20 years since renovation completed in Feb. 1998. Submitted to redesign floor plan, modify staff and public areas and provide library-grade furnishings that will stand up to heavy public use.

We provided additional written details supporting our requests, a verbal summary of each project and responded to questions from the Committee. No votes were taken as the Committee did not have a quorum. The following week the Town Administrator asked for additional details on the tripping/safety hazard of the carpeting and I provided that information for him to relay to the Committee.

#### Request for Community Preservation Act funds

The Co-chairs of the Trustees' Building and Grounds Committee, JoAnne Brown and Jeannie Wheeler, and I met with the Community Preservation Committee on Nov. 7<sup>th</sup> to discuss our request for \$25,000 in FY15 funding for an assessment of the exterior and streetscape of the historic portions of the Library. The assessment would be done by an architect specializing in historic preservation and would include a plan of action and estimated costs and the specifications that would be needed to prepare bid documents for future work. The plan is to apply for additional funds to do the work recommended by the study in future years. We provided additional details on the historic buildings, photographs and a written study description and quote from a historic preservationist. The Committee was pleased with the documentation provided and, while no votes were taken, they seemed supportive of the request. We also discussed preparing an article to re-purpose the \$38,000 received at the May 2012 Town Meeting for restoration work on the Brooks Block so that it also included the Bank building. That would allow us to begin the highest priority work recommended by the study in FY15 no matter which building the work was on.

#### FY15 Budget Request

I haven't finished my recommendations for our FY15 budget but I will provide my recommendations to you shortly.

Respectfully submitted,  
Virginia A. Hewitt  
Library Director