

# **Brooks Free Library Board of Trustees**

**Wednesday, Oct. 10 2012 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 Sept. 2012 meeting
3. Public Comment
4. Reports:
  - A. Chairman
  - B. Library Director
  - C. Building Maintenance Committee
  - C. Liaison from Board of Selectman
  - D. Friends of Brooks Free Library
5. Correspondence:
  - A. FY14 Budget Message
6. Old Business:
  - A. Update on Major Building Maintenance Projects
    1. HVAC
    2. Emergency Lighting
    3. Replacement of CFL lighting
    4. Parking Lot Lighting
    5. Plumbing
    6. CPC-Funded Exterior Work
    7. New Sign
  - B. Library Security Procedures
7. New Business:
  - A. Acceptance of Gifts
  - B. Reorganization Plan
  - C. Preparation of FY14 Budget

Trustees' Report

Adjournment

**Authorized posting officer**

Nicole Hansen

Brooks Free Library

Date: Sept. 6, 2012

**Posted by**

Town Clerk's Office

Date: \_\_\_\_\_

## **Minutes**

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

Wednesday, September 12, 2012  
Thornton Room, Brooks Free Library  
739 Main St., Harwich, MA 02645

**Call to Order:** The meeting was called to order by Chair Warde at 7:07 PM. Present were Wheeler, Brown, McCarty, Schoenfelder and Crowell. Also present were Joanna McNerney, Vice President of the Friends of the Library; Linda Cebula, Selectman; and Virginia Hewitt, Library Director.

**Approval of Minutes:** Wheeler moved to accept the minutes of our August meeting as amended, and Brown seconded the motion. McCarty abstained, and there were four votes in favor.

#### **Reports:**

Director: Hewitt reported that we have two candidates ready to be trained now that the summer assistants have left. She is excited about the Book Club being formed at the Council on Aging.

Selectmen: The Capital Outlay committee met. Because of our ongoing problems, more selectmen are advocating that a building maintenance supervisor be hired, since in the long run such a position would be a money-saver.

Friends: The Friends met recently and are working on their schedule of programs for the year.

#### **Old Business:**

- A. HVAC: There have been even more problems but the HVAC work is to be finished 'again' tomorrow (9/13/12).
- B. Emergency Lighting: Since there is continuing concern regarding the engineering plan for the lights, Wheeler will check with Jim Merriam to determine whether or not we should contact the town solicitor. Hewitt wants the board to request that Gaskell formally accept responsibility for the six points listed on the sheet specifying "Inverter Requirements" as it appears that they are not now currently being met.
- C. CFL Lighting: this continues on hold pending completion of the emergency lighting.
- D. Parking Lot Lighting: we have not heard from the highway department's John Eldredge.
- E. Plumbing: Brian Clement, plumber, is scheduled to come on 9/24 to do everything needed except the water heater. There is a problem finding a part for the water fountain, and it may be time to get a new one.

- F. CPC funded exterior work: The down spouts and door are on 'Highway's' list, but we need someone to coordinate this project. Cebula recommended that we ask Merriam for a project manager who would have authority and assume responsibility.
- G. Security: Crowell moved that we write Merriam with a copy to the selectmen and police chief regarding our grave concern regarding the safety of our employees in cases of burglar alarms going off after hours. Brown seconded and the motion carried unanimously. There seems to be consensus that, barring a better idea, we should order our employees not to respond to such alarms.
- H. Capital Plan: We have submitted roof and smoke and heat detectors for replacement in 2017/18. We will submit request a 'place holder' for our technology requests.

**New Business:**

- A. Lang Fund: Brown moved that we notify the town treasurer that, barring unexpected circumstances, Hewitt is authorized to use \$9,000.00 from the Lang fund during this fiscal year. We recognize that this might temporarily put the fund balance below the original principal. McCarty seconded the motion, and it passed unanimously.
- B. State Aid to Libraries: After long discussion, we decided that we are most definitely "conflicted" regarding use of state monies to town libraries. Brown moved that Warde write the selectmen expressing fact, this since they requested our opinion. Wheeler seconded the motion, and the motion carried unanimously.

**Adjournment:** Wheeler moved to adjourn the meeting at 9:45. Brown seconded, and the motion carried unanimously.

Respectfully submitted,

Diane S. Schoenfelder, Secretary

**Brooks Free Library  
Library Director's Report  
Oct. 8, 2012**

**Personnel:**

Reference Librarian Jennifer Pickett returned to work on Oct. 2<sup>nd</sup>.

Public Services Librarian Suzanne Martell provided several hours of training in to our two new substitutes, Cathy Howard and Chrissy McManus, on Oct. 3<sup>rd</sup>.

I made significant progress on the re-organization plan this month. Duties and responsibilities will be aligned among positions to provide a more efficient organizational structure and will address our urgent need for more administrative support and assistance with electronic resources. I will be proposing reclassifications of several positions and filling a vacant position. This will be accomplished within the existing budget by not filling several vacancies and reducing the number of substitute hours. The staffing schedule created to accompany the re-organization will result in less fragmentation in staffing, and allow us to more easily cover programs and meetings without using substitutes. More details will be provided at your meeting.

**Operations:**

State Reports

I completed the annual State Aid Financial Report, due to the Mass. Board of Library Commissioners on Oct. 12<sup>th</sup>, and submitted it electronically on Oct. 5<sup>th</sup>. I will prepare the consolidated report for the three libraries in town and submit it for the Oct. 26<sup>th</sup> deadline.

Programs:

Highlights of upcoming programs include a performance by the Ken Badger Trio on Sat. Oct 20<sup>th</sup> at 2 pm., a 5-week session of Mah Jong instruction with Jackie Leach on Thursday mornings beginning Oct. 18<sup>th</sup>, a Halloween Magic Show on Sat. Oct. 27<sup>th</sup> at 2pm, our traditional Halloween Parade to Town Hall on Wed., Oct. 31<sup>st</sup> and Pitter Patter Puppets on Sat. Nov. 3<sup>rd</sup> at 2pm. On Sunday, Nov. 4<sup>th</sup> at 2 pm, the Friends of the Library will celebrate the 225th anniversary of Captain John Kendrick Commander of America's First Pacific Expedition with author Scott Ridley and musical group "Just Plain Folks."

New Book Group

Assistive Technology Coordinator Carla Burke is starting a new book group called "The Greatest Generation Meets" that will meet on the 3<sup>rd</sup> Friday of the month at 1 pm. The Council on Aging has agreed to provide transportation for participants, if needed.

Injury/Accident Reports:

A patron was injured when she stopped in the doorway as she entered the building from Main St. She was hit by the door and knocked down. Rescue was called and transported her to the hospital. After this injury, as a precaution, I asked the Highway Dept. to check the door to see if the closing speed needed to be adjusted. John Eldredge didn't think it was closing too fast, but since he wasn't able to adjust the setting, he swapped the closer with one with working adjustments from an alarmed door that isn't regularly used.

On Friday, Sept. 28<sup>th</sup> a patron hit the gas instead of the brakes while parking her vehicle. She drove the car into the hedges separating the two parking lots, where it became lodged. Fortunately, she wasn't injured and no other vehicles were damaged. Police responded and a tow truck was called to remove the vehicle. I reported the damage to the Highway Dept. and was told they would send someone to assess if action is needed to save the hedge.

Both incidents were reported to the Town's insurance company.

#### Technology Needs:

The Trustees have previously discussed submitting a Town Meeting article to replace aging hardware. The Capital Outlay Committee is now reviewing proposed projects with an estimated cost between \$25K to \$50K, below what's included in the Capital Plan, to help the Town prioritize projects. As I discussed last month, when I met with Capital Outlay on Sept. 11<sup>th</sup> for our other projects, the Town Administrator and Committee members encouraged us to submit a technology replacement project as a placeholder as soon as possible.

The following week I completed an inventory of our computers. Of the 44 computers currently in use, 35 are 4 years old and older. (See attached sheet documenting current age of computers.) 7 computers are being configured now and we will re-use the replaced ones in other locations. I submitted the placeholder request for \$29,200 to replace 12 computers and a number of barcode scanners, receipt printers and laser printers. I included the replacement schedule I prepared that documents how this one-time investment would allow us to "catch-up" and, with a small budget increase in future years, would be sustainable. Knowing that this proposal only replaced existing hardware and did not address all our technology needs, as advised, I used a higher estimate cost per computer for the placeholder.

I met with Capital Outlay on Sept. 20<sup>th</sup> to discuss the technology project. They questioned the cost of the placeholder, but then decided that this type of project did not fall into the category they were reviewing and it did not need to be submitted to them. I spoke to the Town Administrator, who was not at the meeting, the following day. He did not share the Committee's opinion, stating it is important that he be aware of this type of project as we move into budget season. I advised him that the Library plans to submit an article of approximately \$29,000 to \$30,000 for the May 2013 Town Meeting for technology. Further refinement of the project will reduce the cost of per computer but needed improvements such as a server will be included, so the overall cost is not expected to change.

#### Assistive Listening System:

After investigating the options, Assistive Technology Coordinator Carla Burke selected an assistive listening system for the meeting room, which was purchased by the Friends of Brooks Free Library for approximately \$6800. Carla and Senior Library Technician Joanne Clingan are setting the system up and developing the procedures for checking out components to program attendees. More information and a demonstration will follow.

#### Trustee Email Accounts:

Your Library Gmail accounts are now active. Your username is your first initial last name @brooksfreelibrary.org. (ex: mwarde@brooksfreelibrary.org). These accounts are for emails relating to Library business. The initial password will be provided at the meeting,

but should be changed when you start using the account. It can be set to forward your mail to a personal account if you prefer not to check multiple email accounts.

### **Building Maintenance:**

#### **HVAC Project:**

The automated controls were installed by mid-September so the system does not have to be manually turned on and off. Problems remain, however. It has been usually cold (60-62-65) in many areas the past few weeks, and the system does not respond to changes in thermostat settings (i.e., a large volume of cold air continues to blow into an area that is already well below what the thermostat is set for.) Rise Engineering has been working for the past few weeks to find a company to balance the system, which they state will resolve the problem of the system not responding to the thermostats. We do not yet have a date for this.

I was told in Sept. that the more efficient demand control ventilation system approved by Cape Light Compact for the project was not installed as planned. This would have replaced the failed economizer, which did not automatically adjust to conditions and had to be manually set periodically by season to allow a different mix of outside air. I am told that the economizer is now automatically adjusting the mix of outside air.

Remaining work includes replacing the air separator they installed in July that has failed with a better quality one with larger capacity. They will also test the water/glycol mix in the HVAC system and remove the large trash can of water/glycol mix in the boiler room, replace ceiling tiles and clean-up the various work areas before completing their work here.

#### **Gas Leak from Boiler:**

We evacuated the building on Fri., Oct. 5<sup>th</sup> after smelling natural gas. The firemen who responded also smelled gas initially, but when they checked the building, nothing registered on their meters. They believe the odor was likely caused by a release of propane from the filling station across the street. As a pre-caution, the Fire Dept. also called National Grid. National Grid found leaks in two of the four boilers, though the technician stated this would not have been the cause of the odor where we smelled it on the first floor. He shut those boilers down until they can be repaired. I called Dan Durgin at Healthy Air Solutions, our regular HVAC contractor, and he'll send someone this week to make the repairs.

Parking Lot Lights – John Eldredge of Hwy and Maint Dept is coordinating project. He and an electrician plan to install them next week.

### **Financial:**

FY2013 budget: A year-to-date spreadsheet for FY13 is included in your packets.

Respectfully submitted,

Virginia A. Hewitt  
Library Director

# Age of Library Computers - Sept. 2012

Died	1999	2000	2001	2002	2003	2004	2005	2006	2007	2008	2009	2010	2011	2012
Catalog 4	Home-work Center 6	Catalog 1	Catalog 5	Home-work Center 2			Self Check 1	Tech Serv	Reg Desk	Public Serv Librn	VITAL Laptop	VITAL Guide	Staff Laptop	Reference Desk
Internet 1			Catalog 3	Home-work Center 3			Self Check 2	Asstv Tech Coord	Self Check 3	Circ 4 (Office)	Research Station			Caregiver Laptop
			Catalog 2	Home-work Center 4			Home-work Center 1	Express 1	VITAL 1	Childrens Desk				
			Computer Room				Home-work Center 5	Express 2		Clerk				
							Games	Word		Director				
										Circ Desk 1				
										Circ Desk 2				
										Circ Desk 3				
										Internet 1				
										Internet 2				
										Internet 3				
										Internet 4				
										Ref 2				