

**Minutes**  
**Brooks Free Library Board of Trustees**  
**Wednesday Oct. 11, 2017**  
Thornton Room, Brooks Free Library  
739 Main Street, Harwich, MA 02645

1. **Call to Order:** Chair Mary Warde called the meeting to order at 7:09 pm. Trustees Jeannie Wheeler, Ann Emerson and William Crowell were present. Library Director Virginia Hewitt was also present. Trustee Joan McCarty arrived at 7:12 pm.
2. **Minutes of the Sept. 13, 2017 Meeting** - were not available for review and vote.
3. **Public Comment:** There was no public comment.
4. **Reports:**
  - A. **Chair:** no report.
  - B. **Library Director:** the Director's written report was reviewed and the following issues were discussed:
    1. Year-to-date circulation statistics – Trustee Crowell asked what factors contribute to Brooks Free Library having the second highest circulation in CLAMS and circulation being much higher than similar sized libraries. Director Hewitt suggested good customer service, knowing community needs and having customer –friendly policies, evening hours that make it easy for working people to stop by on their way home from work, and knowledgeable staff. We have been proactive teaching people how to use the CLAMS catalog and request items. The number of programs offered and technology assistance provided were also discussed. The Lang Fund greatly assisted us in expanding the amount of programming by enabling us to hire performers for special programs.
    2. The salary survey of library directors on Cape Cod was discussed. All other department head positions in the Personnel By-Law have been upgraded in recent years and many of those in the department head union have been reviewed or are being reviewed and upgraded. Director Hewitt will present the data gathered to the Board at the next meeting.
  - C. **Building and Grounds Committee** – no report
  - D. **Liaison from Board of Selectmen:** Not present.
  - E. **Liaison from Friends of Brooks Free Library:** Not present.
5. **Correspondence:** None
6. **Old Business:**
  - A. Upcoming presentation to Capital Outlay Committee on October 17<sup>th</sup> was briefly discussed.
  - B. The upcoming presentations to the Community Preservation Committee were briefly discussed. No date has been scheduled.

**C. New Business:**

**A. Acceptance of Donations:** A donation of \$400 from the Sitkin Family Foundation, made through the Cornell University Foundation, was accepted. (motion: Joan McCarty, second: William Crowell.) Unanimously approved.

**D. Trustee reports:** Trustee Crowell noted that he had received updated trust fund data, which now lists the full name of the trust (first and last name of the person the trust was named for) and the principal balances, from Rockland Trust and he provided a copy to Director Hewitt.

**E. Upcoming Meetings:**

A. The November meeting of the Board of Trustees will be held on Nov.15<sup>th</sup> at 7 pm.

B. The Trustees' Annual Meeting with the Board of Selectmen had been scheduled for November 27<sup>th</sup> but it was the consensus of the Trustees' present to request that the date be changed to not interfere with Thanksgiving travel plans. Director Hewitt will request the Trustees be re-scheduled and notify the Board of the new date.

**F. Adjournment:** Motion to adjourn at 7:55 pm. (motion: Ann Emerson, second: Jeannie Wheeler.) Approved unanimously.

Respectfully submitted,

*Virginia A. Hewitt*

Virginia Hewitt

Library Director

*Approved by Board of Trustees on 11.15.17*