

**Minutes**  
**Brooks Free Library Board of Trustees**

Wednesday March 8, 2017  
Thornton Room, Brooks Free Library  
739 Main Street, Harwich, MA 02645

**Approved 4/12/2017**

**Call to Order:** Chair Mary Warde called the meeting to order at 7:05 P.M. Present were Mary Warde, JoAnne Brown, Jeannie Wheeler, Ann Emerson, Joan McCarty, Kathleen Remillard and William Crowell. Library Director Virginia Hewitt and Assistant Director Emily Milan were also present.

**Approval of Minutes:** Joan McCarty made a motion to approve the minutes of January 11th, 2017. JoAnne Brown seconded. The motion was approved by a unanimous vote.

**Reports**

- A. Chair: Reported on the positive outcome of the joint meeting with the Board of Selectmen and the Harwich Finance Committee during which we reviewed the proposed FY18 budget.
- B. Library Director: See Report. Provided an update on the exterior preservation project which will likely go out to bid this month with the potential for work to be completed over summer.
- C. Assistant Library Director: Provided an update on current technology programs including a new program called Internet Navigators. The I.N. program will train volunteers to work one on one with internet novices.
- D. Building and Grounds Committee: The shelving designed and built by Scott Slavin has been installed in the main fiction room to hold the Rogers statues. The next step will be to relocate the statues.

**Old Business:**

- A. FY 18 budget and Capital Plan were discussed in regards to the joint meeting with the Board of Selectmen and the Finance Committee.

**New Business:**

- A. Library Director Virginia Hewitt discussed the potential for collaboration between Brooks' VITAL program and Massachusetts Association for the Blind and Visually Impaired. The library is currently awaiting a draft Memorandum of Agreement that will outline the proposed terms of agreement and will be reviewed by town council before it is brought to the Board. William Crowell made a motion to approve moving forward with investigating this potential partnership with MABVI which was seconded by Joan McCarty. The motion was approved by a unanimous vote.
- B. The Board was presented with a list of outdated equipment that is no longer in useful to the library's technology replacement plan. A motion to declare said equipment as surplus was made by Joan McCarty. Jeannie Wheeler seconded the motion which was then approved by a unanimous vote.

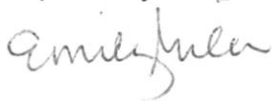
- C. Virginia Hewitt provided the board with a draft of revision to existing Patriot Act Policy noting that some provisions have expired and no longer apply. The proposed changes to the policy outline how the library will respond to law enforcement request for information and moves information regarding the storage of specific data to an appendix. This appendix can then be updated to reflect technology changes and data storage which happen with system upgrades. The updated draft policy outlines the role of trustees in the process of responding to inquiries from law enforcement. Changes were discussed and the director will present a final draft at the next month with complete appendices and chain of command.
- D. The board reviewed a draft of the proposed Child Safety Policy and discussed the inclusion of patron behavior. A second draft will be discussed at the next meeting.
- E. The Board discussed the need to replace the outdoor furniture and agreed to ask the Library Director to investigate options.
- F. Joan McCarty made a motion to accept a total of \$80, \$50 from Amy Oberg in memory of her father, Lawrence Oberg and \$30 from Joyce Domingo and Deborah Olean in memory of Virginia R. Hughes-Green, into the library's gift account. The motion was seconded by Ann Emerson and approved by a unanimous vote.

**Upcoming Meeting Schedule:**

- Brooks Free Library Board of Trustees Meeting - Wednesday, April 12 - 7pm
- Annual Town Meeting - May 1st and 2nd, 2017
- Mass. Library Assn. Annual Conference - May 22-24, Hyannis
- American Library Assn./Mass. Library Assn. - Advocacy Pre-conference, Sunday, May 21 in Hyannis - details to be announced

**Adjournment:** Jeannie Wheeler made a motion to adjourn the meeting; Joan McCarty seconded. The regular meeting of the Brooks Free Library Trustees adjourned at 8:30 P.M.

Respectfully submitted,



Emily Milan  
Assistant Library Director, Brooks Library