

Minutes
Brooks Free Library Board of Trustees
Wednesday April 12, 2017
Thornton Room, Brooks Free Library
739 Main Street, Harwich, MA 02645

Call to Order: Chair Mary Warde called the meeting to order at 7:11pm. Joanne Brown, Jeannie Wheeler, Joan McCarty, Kathleen Remillard, and William Crowell were present. Library Director Virginia Hewitt and Assistant Director Emily Milan were also present.

Approval of Minutes: Joan McCarty made a motion to approve the March 8, 2017 minutes as written. Jeannie Wheeler seconded and the motion carried unanimously.

Reports:

1. Chair:

- Mary Warde reported that she has submitted her papers and will be running for another term.

2. Library Director:

- See Report.
- Federal budget cuts to IMLS will likely have detrimental effects on the MBLC.
- CLAMS was recently alerted to a recall related to the router that provides access to our staff network. This came after a router failed at another library. CLAMS is working with manufacturer but replacement may not be complete before summer.
- We have received a draft of the Memorandum of Understanding from the Massachusetts Association for the Blind and Visually Impaired and it is currently under review.
- The CPC requested a project update regarding the exterior restoration project. Ms. Hewitt provided the letter included in this month's packet along with a timeline of the project.

3. Building and Grounds Committee:

- Joanne Brown also announced that she has submitted papers and will be seeking another term.

Old Business:

- no updates at this time.

New Business:

- Vote to accept "Policy on Response to Law Enforcement Inquiries" to replace current "USA Patriot Act Policy": Joan McCarty made a motion to accept the "Policy on Response to Law Enforcement Inquiries" to replace current "USA Patriot Act Policy". The motion was seconded by Joanne Brown and the vote to accept was unanimous.
- Vote to accept proposed "Child/Teen Safety Policy": Joan McCarty made a

motion to accept the "Child/Teen Safety Policy". Joanne Brown seconded the motion which carried unanimously.

- Vote to Accept Donations total of \$70 to library gift account in the amount of \$50 from Barbara Buonopane and Bart Main and \$20 from Karen and Lawrence Gannon both in memory of Virginia R. Hughes-Green. Joan McCarty made a motion to accept the total amount of \$70 into the Brooks Free Library Gift Account. The motion was seconded by Jeannie Wheeler and passed unanimously.
- Joan McCarty made a motion to accept the donation of a RUBY handheld magnifier valued at \$545 from Erin Milde to the VITAL program. Joan McCarty made a motion to accept the donation of the equipment. The motion was seconded by Joanne Brown and carried unanimously.

Open Session:

- no comments

Upcoming Meeting Schedule:

- Brooks Free Library Board of Trustees -Wednesday, May 10, 2017 - 7 pm
- Annual Town Meeting – May 1 and 2nd, 2017
- Mass. Library Association Annual Conference – May 22-24 in Hyannis
- American Library Assn Advocacy Bootcamp, Sunday, May 21 in Hyannis

Adjournment: Joanne Brown made a motion to adjourn the meeting which was seconded by Jeannie Wheeler. Mary Warde adjourned the meeting at 8:22 p.m.

Respectfully submitted,



Emily Milan,
Assistant Director, Trustee Brooks Library

Approved by Board of Trustees June 14, 2017