

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

**Call to order:** Chairwoman Mary Warde called the meeting to order at 7:08. Present were Joanne Brown, Jeannie Wheeler, Ann Emerson, Bill Crowell, and Joan McCarty. Also present were Selectman's liaison Julie Kavanagh, Library Director Virginia Hewitt and Assistant Library Director Emily Milan. Kathleen Remillard was absent.

**Approval of Minutes:** Joan McCarty made a motion to approve the minutes of November 9, 2016. The motion was seconded by Jeannie Wheeler and the minutes were approved by a unanimous vote. The Chair deferred the vote on executive session minutes of October and November pending correction.

**Reports**

**Chair:** Virginia Hewitt's review has been completed and the final draft will be emailed to board.

**Library Director:**

- See report.

**Building and Grounds Committee:** Jeannie Wheeler announced that the new shelves for parenting section had been installed in children's room.

**Old Business**

**FY 18 Budget:** A discussion was held regarding the FY18 budget and the adjustments made by the town administrator were reviewed. A copy of the budget was included in the packet. A motion was made by Joan McCarty to accept the FY 18b budget as presented by Ms. Hewitt; the motion was seconded by Jeannie Wheeler and approved by a unanimous vote.

**Update on Capital Plan projects:** The Trustees discussed the Capital Outlay Committee's support for the large generator for FY18. The Town Administrator included it in FY2018-FY2024 Capital Plan he presented to the Selectmen.

**New Business**

**Donations:** Joanne Brown made a motion to accept a gift from Linda Sweeney and family in the amount of \$500 to be deposited into the library gift account. The motion was seconded by Joan McCarty and the vote to accept was unanimous.

**Upcoming Meeting Schedule:**

- The next meeting of the Board of trustees will be held on Wednesday February 8<sup>th</sup>.
- A joint budget hearing with the Board of Selectmen and Finance Committee will be held March 4th at 3:45PM.

Jeannie Wheeler made a motion to adjourn which was seconded by Joan McCarty. The meeting of the trustees was adjourned at 8:28.

Respectfully submitted,  
Emily Milan  
Assistant Director

*Emily Milan* 3/8/2017

Approved by Board of Trustees 3/8/17.