

**Brooks Free Library Board of Trustees**

**Wednesday, Aug. 15, 2012 7:00 pm**

Thornton Room, Brooks Free Library  
739 Main St., Harwich MA 02645

**Agenda**

1. Call to Order/Attendance
2. Lang Fund Report from Paul Probolus, Cape Cod Five
3. Approval of Minutes of June 13 2012 meeting
4. Public Comment
5. Reports:
  - A. Chairman
  - B. Library Director
  - C. Building Maintenance Committee
  - C. Liaison from Board of Selectman
  - D. Liaison to Friends of Brooks Free Library
6. Correspondence:
  - A. Capital Outlay Committee July 10 2012 Memo
  - B. Invitation to Historical Society fundraiser for Crowell Barn
7. Old Business:
  - A. Update on Major Building Maintenance Projects
    1. HVAC
    2. Emergency Lights
    3. Replacement of CFL lighting
    4. Parking Lot Modification & Lighting
    5. Security Alarm upgrade
  - B. Library Security & Procedures
8. New Business:
  - A. Acceptance of Gifts
  - B. FY13 Meeting Room Request from Lower Cape Crush Softball
  - C. Closing for Cranberry Festival/ Music Festival – Sat. Sept. 15
  - D. Discussion – Use of Lang Fund
  - E. Capital Plan submission – Roof replacement
  - F. Distribution of State Aid to Libraries funds

Trustees' Report

Adjournment

**Authorized posting officer**

**Posted by**

\_\_\_\_\_  
Brooks Free Library

\_\_\_\_\_  
Town Clerk's Office

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

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

**Brooks Free Library  
Library Director's Report  
Aug 6, 2012**

**Personnel:**

We hired Jarek Lenda and Shannon Grossman as Library Pages for the summer. Substitutes Melissa Stello and Adrienne Eldredge will be leaving in mid-August to return to college and Matt Dilts-Williams will be moving out-of-state at the end of the summer.

As discussed at the last meeting, the vacant Staff Librarian position was inadvertently left out of the Harwich Employees Association classification plan when it was updated last year, but the Town Administrator and HEA have signed an agreement to add it back in.

**Operations:**

ARIS Report

The Annual Report and Information Survey (ARIS) collects information on holdings, circulation, staffing, programs, etc., and is due to the Mass. Board of Library Commissioners on Aug. 24th. Staff members and I will spend time over the 2 weeks collecting and consolidating that information and preparing the report. I'll provide you with a copy of the report when it's complete.

Outdoor Movie Nights:

The inaugural season of "Brooks Free Cinema" – outdoor movies in Brooks Park on Thursday nights in July – was a big success. Approximately 85-100 people attended the movies on July 5, 12<sup>th</sup> and 19<sup>th</sup>. We moved the movie indoors on the 26<sup>th</sup> when inclement weather threatened. The setting was beautiful and attendees were very enthusiastic in thanking us for offering outdoor movies. One parent of several youngsters told us it will be one of her favorite memories of their childhood.

Crowd control was not a problem as youngsters attended with their families. We saw many grandparents as well as adults who did not have children with them, so it was a great multi-generational event. Staff members Emily Milan and Matt Dilts-Williams did a great job setting up and organizing the events. Youth Counselor Sheila House and volunteers from the Youth Services committee helped monitor several of the movie nights. Sheila arranged for a young man to volunteer. His help taking down the screen at the end of the night and stowing equipment in the shed was very much appreciated. We'll need to look for help from a partner organization for sufficient manpower to put up the screen and take it down.

We'll host an outdoor movie on Fri. Sept. 7, *Fly Away Home*, as part of Fall for Harwich. Kid's Day at the Beach is Sat. Sept. 8<sup>th</sup> so we felt having the movie night on the 7<sup>th</sup> would make a nice complimentary event, with the weekend focusing on children and families.

Music in the Port:

Barbara Constance and Peggy Coupal from the Friends' Board and I worked the Library table for Music in the Port on July 11<sup>th</sup>. We gave out 300-400 Summer Newsletters and Youth Services calendars. We did not have a Library table for the July 25<sup>th</sup> event. Additional Music in the Port dates for this summer are August 8<sup>th</sup> and 22<sup>nd</sup>.

### New Website:

Our re-designed website went live in June and hosting was transferred from Cape.com to Piper Mountain. The new site has additional features, such as Wowbrary, a service that provides a scrolling display of new items on the homepage. Patrons can sign up for weekly emails highlighting new items. Additional work to provide more content on the various pages will resume in the fall.

### New Email Addresses

With the new web hosting agreement, each Trustee now has an official email account. The format for the email address is 1st initial last name @brooksfreelibrary.org. (For ex: mwarde@brooksfreelibrary.org). More information will be provided at your meeting.

### Theft of Library materials

The man charged with stealing 6 of our books in April had another court date on July 20. We haven't received an update from the District Attorney on the results of that hearing or future scheduled court dates. Similarly, I have not received any information from law enforcement on progress of their investigation and possible charges against other individuals related to the theft of other historic books from Brooks and other Cape libraries.

### Rogers Groups

I received an email in July with a lead on one of the Rogers Groups statues stolen from the Library in 1974. I forwarded the information to the Police Chief who will follow-up on it.

### Staff Day

Librarian Suzanne Martell has arranged for the Mass. Library System to hold a Customer Service workshop "Managing Difficult Patron Interactions" here on Mon. Sept. 24th for our annual Staff Training Day.

### Cranberry Harvest Parade

The Parade Committee has asked if we plan to participate this year (Sunday, Sept. 15, 2012). This summer's been especially chaotic with air conditioning and other issues, so I've not yet discussed it with staff members. Please let me know your thoughts.

### Fall for Harwich: We have 5 events for this year's Chamber of Commerce series:

Fri., Sept. 7 at 7:00 pm - Brooks Free Cinema @ Brooks Park – Outdoor movie night showing Fly Away Home in Brooks Park. Rain date - Friday, Sept 21.

Sat., Sept 15 & Sun., Sept 16 - 9:00 am-1:00 pm - Friends of Brooks Free Library Annual Book Sale - Sales help to fund youth activities for the Summer Reading Program.

Sat., Sept. 29th - 2:00 “Mad Science: Up, Up, and Away” - Learn how air pressure affects the world around us. Watch the atmosphere crush a soda bottle before your very eyes, and see a hovercraft in action! Appropriate for ages 5-12.

Sun., Oct. 7 - 2:00 “Saving Summer” - Master gardener C. L. Fornari will discuss keeping tropical, tender, tricky and tried and true perennials over the winter. Light refreshments will be served. Sponsored by the Friends of Brooks Free Library.

Sat., Oct 20 - 2:00 Ken Badger Trio - Enjoy an afternoon of music from Gershwin to the Beatles with Ken Badger, Laird Boles on the bass and Kareem Sanjaghi on the drums.

### **Technology:**

I’ve been working with a technology consultant on upgrading the router for our wired and wireless public networks and selecting a new wireless management service, but pressing matters in other areas have limited progress in this area. I did configure a new laptop before the start of the summer so we once again have a “Caregiver Laptop” available for patrons accompanied by young children.

### **Building Maintenance:**

#### Emergency Lighting Project:

Systems Contracting worked daily since late June preparing the new system. The inverter was delivered July 30<sup>th</sup> and is being installed now. Final check-out by the manufacturer is expected around Aug. 13<sup>th</sup>, after which the new emergency light system will go live.

#### Additional Electric Work:

Systems Contracting repaired the problem with the contactor for the east and west stairwell lights and they’re now working. They’ve also diagnosed the problem with the automatic door locks on the east stairwell. They’ll finish the repair when the part comes in.

#### HVAC Project:

As previously reported, the new chiller was expected in late June. All needed prep work was to be done prior to this so we’d have working air conditioning as soon as the chiller arrived. This didn’t happen and we’ve had on-going delays and problems. July was unusually hot and temperatures have been 78 to 80 with the air conditioning running. We’ve had three leaks from the air handlers that soaked ceiling tiles and carpeting, but fortunately did not damage computers or books. As of this writing, the contractor has made commitment to get the system running properly as soon as possible. They have assumed the cost of repairs that were not included in the Cape Light Compact-funded project and are bringing in an independent HVAC engineer to assess the system and make recommendations. A separate, more detailed description of the problems and events is included in your packets.

### Parking Lot Project:

Town Engineer Bob Cafarelli supervised the project to re-configure the parking lot. He was very attentive to detail and making sure the contractor completed the work as designed. The new ramp was completed in July and parking lot lines were repainted and new directional markings added to help with traffic flow. Additional signage has been requested and a speed bump in the new ramp has yet to be installed.

John Eldredge from the Highway Dept. is coordinating the installation of the new lighting. I don't have any information on when that work will be scheduled.

### Lights for new sign –

The electrician ordered the light fixtures at the start of the summer and plans to install them when they come in. The Friends are paying for this work.

### Alarm Systems:

Seaside Alarms finished installing the additional motion detectors, panic alarms and upgraded alarm panel in July. They also installed a new fire alarm communicator box and assumed monitoring of the fire alarm.

### **Financial:**

#### FY2012:

- A spreadsheet of FY 12 expenditures is included in your packets. Expenditures for Expenses were lower than appropriated, with large savings in Electric and Gas lines due to lower energy costs and milder weather.
- We submitted a Reserve Fund Transfer (RFT) request in May seeking Salary and Wages funds to cover the Reference Librarian's leave for May and June. The Finance Committee met but did not plan to consider any RFT requests until late June.
- Accounting transferred \$6146 into our Salary & Wages line in late June for the HEA Equity Adjustment. This amount was \$976 less than what I calculated our share of the funds should be based on each staff member's rate of pay and budgeted hours. I spoke to Accounting about this but the funds in the article for this had already been distributed to the various departments and there wasn't any left that could be transferred to us.
- I spoke to the Finance Director to see if we were eligible for a transfer of funds from Expenses to Salary and Wages. He determined this situation met the requirements and he prepared the appropriate documentation for the Board of Selectmen's approval. With the transfer, we no longer needed a Reserve Fund Transfer for our Salaries line.

### Lang Fund:

We received a letter from Town Treasurer Mary McIassac in late June looking for clarification on how use of the Lang Fund is authorized and what for what purposes. Copies of Mary's letter and my response are included in your packet. We used other

Trust and Gift funds for the remainder of the fiscal year. The Treasurer for the Trustees, Bill Crowell, and I met with Mary on August 2<sup>nd</sup> about this issue which is on the agenda for your Aug. 15<sup>th</sup> meeting.

State Aid to Libraries funds:

As discussed previously, our records for Account 1240 Brooks Free Library State Aid differ from the Town's records. A copy of my July 2, 2012 letter to the Finance Director and the spreadsheet I prepared are included in your packets.

Distribution of the Town's State Aid to Libraries Award:

The Mass. Board of Library Commissioners authorizes an award of State Aid to Libraries funds to municipalities who comply with state standards for library certification. The award is given to the municipality, not to individual libraries, and must be made available to the public library without appropriation. It is entirely up to the municipality how the State Aid funds should be distributed if there is more than one public library in the municipality. The Mass. Board of Library Commissioners provides no guidance on this; it is entirely a local decision.

The Town of Harwich has traditionally divided State Aid to Libraries by giving 50% of the award to Brooks Free Library and 25% each to the non-municipal association-run Harwich Port and Chase Libraries. This traditional practice has never been documented by a formal decision of the Board of Selectmen, which periodically creates confusion over what the amounts should be and who authorizes the distribution of funds. More detail is provided in the July 2<sup>nd</sup> letter, referenced above.

I am asking that the Trustees bring this matter to the Selectmen for an official decision on the distribution of the State Aid award.

FY2013 budget: A spreadsheet for this first month of FY13 will be provided.

Respectfully submitted,

Virginia A. Hewitt  
Library Director