

Brooks Free Library Board of Trustees

Wednesday Jan. 14, 2015 7:15 pm
Thornton Room, Brooks Free Library
739 Main St., Harwich MA 02645

Agenda

1. Call to Order/Attendance
2. Approval of Minutes of Nov. 17, 2014
3. Public Comment
4. Reports:
 - A. Chairman
 - B. Library Director
 - C. Building & Grounds Committee
 - D. Liaison from Board of Selectman
 - E. Friends of Brooks Free Library
5. Correspondence:
 - A. Dec. 10 2014 State Aid Award Letter from Mass. Board of Library Commissioners
6. Old Business:
 - A. Update on FY16 Budget Request and Library Projects in FY16 – 22 Capital Plan
 - B. Update on Rogers Group
7. New Business:
 - A. Acceptance of Donations
 - B. Discuss Potential Earlier Time of March 11 2015 Trustees meeting (to follow Trustees 5 pm FY16 budget hearing with Finance Committee and Selection)
 - C. Mandatory Training on MA Conflict of Interest Law
8. Trustees' Report
9. Upcoming Meeting(s)
 - A. Next Trustees meeting – Wed. Feb. 11, 2015 at the Library, 7 pm
 - B. FY16 Budget Review at joint meeting of Selectmen and Finance Committee - Wed. March 11, 2015 – 5 pm to 5:15 pm
10. Adjournment

Authorized posting officer

Virginia Hewitt
Brooks Free Library

Posted by

Town Clerk's Office

Agenda submitted electronically to Town of Harwich for posting

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Minutes
Brooks Free Library Board of Trustees
Wednesday November 17, 2014
Thornton Room, Brooks Free Library
739 Main Street, Harwich, MA 02645

Draft

Call to Order: The meeting was called to order by Chair Mary Warde at 7: 15P.M. Present were Mary Warde, Jeanne Wheeler, William Crowell, JoAnne Brown, Ann Emerson, Joan McCarty and Kathleen Remillard. Also present, Virginia Hewitt, Library Director.

Approval of Minutes: Jeanne Wheeler made a motion to accept the October 8, 2014 minutes. JoAnne Brown seconded. The minutes were approved with one abstention.

Public Comment: None.

Reports:

Chairman: Mary Ward reported that she had a good meeting with Chris Clark and Julie on October 21, 2014. All agreed that they would strive for better communication. Mary invited them to the December Trustees' Meeting. Mary will also meet with Chris Clark regarding the budget.

Library Director: See written report. Sargent Brackett is still investigating the stolen Rogers Group Statues.

Building & Grounds Committee: The carpet should be done before summer. JoAnne and Jeanne have been working with Beth Williams of Elizabeth Williams Interior Design. Beth will arrange meeting with movers and carpeting vendor. JoAnne will meet with Wendall Kaslow on December 2nd regarding the exterior study.

Liaison from Board of Selectmen: None

Friends of the Brooks Free Library: None. JoAnne Brown will attend the Friends November meeting.

Correspondence: Budget messages from Town Administrator and Board of Selectmen discussed. Existing services will remain. Letter from Cape Cod Five stating John Davidson will be our new representative. William Crowell will make a appointment to talk to him.

Old Business: Ginny Hewitt, Mary Warde and JoAnne Brown will attend Capital Outlay Committee meeting on November 18, 2014. CPC is receptive to our request from funds to restore the Rogers Group.

New Business:

- JoAnne Brown made a motion to accept donations totaling \$150.00. Joan McCarty seconded and it carried by unanimous vote.
- Ginny reviewed F/Y 16 Budget Request. She also handed out a draft budget that includes funds to restore Monday library hours. William Crowell made a motion to adopt the F/Y 16 Budget as presented by Library Director Ginny Hewitt including the additional amount necessary to restore Monday hours. Joan McCarty seconded the motion. It carried by unanimous vote.
- Mary Ward attended the Charter Review Committee meeting and presented the Trustees' amendment to Section 6-7-2 of the Town Charter. It has been forwarded to the Town's attorney.
- JoAnne Brown made a motion to have the library open 10:00am – 2:00pm on Christmas and New Year's Eve. Joan McCarty seconded. The motion carried by unanimous vote.

Adjournment: Joan McCarty made a motion to adjourn the meeting. William Crowell seconded. The motion carried by unanimous vote. The meeting adjourned at 9:00 pm.

Respectfully submitted,

Kathleen Remillard, Secretary
Brooks Free Library Trustee

Library Director's Report
Jan. 9, 2014

Town Report

I have prepared the Library's Annual Report, which was due today. Copies are included in your packet. The Annual Town Report will be printed and distributed later this spring.

Holiday Hours:

As approved by the Trustees at your Nov. 17th meeting when you discussed holiday hours, the Library closed at 2 pm on Christmas Eve and New Years Eve. We learned later that month that Friday December 26 and Friday January 2nd had been declared Town holidays. We had planned to be open those days, but once they were declared holidays, we couldn't afford to be open. Employees who worked would have been entitled to time and a half plus an additional compensatory day off. We don't have excess funds in our Salary and Wages budget to cover the additional \$2300+ to pay the overtime and the desk coverage to cover the comp. time that would have been earned.

Disaster Preparedness

I attended the COSTEP MA meeting at the State Archives on Dec. 17th and reported on the success of our COSTEP Harwich workshop in October. We heard an excellent presentation on the aftermath of the Boston Marathon bombing and the important role cultural and historic institutions can play in alleviating stress and improving community mental health following a disaster or emergency if they are prepared and ready to act.

Due to other workload I have not yet scheduled the next COSTEP Harwich meeting of the local cultural heritage organizations, originally planned for December, to assess what has been done so far and to plan future activities.

Circulation:

December: Our direct circulation (materials checked out here, no matter what library owns the item) was 14,356, an increase of 5.3% over December 2013. Our item circulation (check-out of our items here and at other libraries) was 16010, which represents an increase of 7.5% over December 2013.

Year-to-date: The combined circulation of physical items and Overdrive e-books and e-audio in the first six months of FY15 was slightly above last year (+332), with 120,632 items checked-out. 114,281 physical items have been checked out, a slight decrease (1143 items) over FY14. While consistent with trends across the nation as use of electronic resources grow, this 1.0% decrease in the circulation of our physical items was less than the 3.2% decline in check-outs CLAMS-wide. Circulation of e-books and e-audio by our patrons through Overdrive increased 30%, with 6351 check-outs, an increase of 1473. (Note: statistics on the use of other electronic resources have not yet been compiled and are not included in YTD circulation totals.)

Building Maintenance:

HVAC

Lack of heat in the Cahoon Room continues to be a problem. Healthy Air is scheduled for a repair visit today.

Flickering Lights

Relco (Reilly Electric) replaced some corroded components on the main electrical panel in November. This has reduced but not eliminated the problem with dimming and brightening lights. Water is still entering the electrical conduit on the pole outside. Facilities Manager Sean Libby has requested a quote from Relco to replace the conduit with one designed in a way that prevents water from entering. A quote has not yet been received but this repair is likely to be expensive. Sean is also contacting NStar to replace the neutral on the exterior of the building's electrical service.

Financial:

FY15 Budget Balances -The spreadsheet for Dec. 31, 2014 is included in your packets.

FY16 Budget Request

Copies of the FY16 Budget Request submitted to the Town are in your packets. Chair Mary Warde and I will meet with the Town Administrator on Monday, Jan. 12 to review our request. Mr. Clark presents his budget recommendation to the Selectmen Feb. 9th.

The Trustees budget hearing with the Finance Committee and Selectmen is scheduled for 5 pm on Wed. March 11.

Capital Outlay Requests

We met with the Capital Outlay Committee Nov. 18th to discuss our requests. The Town Administrator will make his recommendations to the Selectmen on January 12th.

Community Preservation Act Requests

We met with the CPC in November to discuss our FY16 requests. We were recently notified that they approved the funding to restore the Rogers Groups and will recommend to Town Meeting that it be approved. They did not approve additional funds for the exterior work on the historic portions of the building, but we will be able to re-apply next year after the historic preservation study has been completed.

Respectfully submitted,

Ginny Hewitt
Library Director

Trustees Report of the Assistant Director
January 2015

Programming:

During December, attendance at the programs we did have was strong. Knit Lit consistently get 10-25 participants and the Evening Book Group regularly gets over 10 attendees. The Morning Book Group and Literary Diners gets a smaller number of members, but the ones that do come are benefitting from the group. The Friends of Brooks Free Library's 1st Sunday program in November with Roy Mannell talking about the Cahoon paintings had an audience of 15, likely due to a nor'easter that was still bringing heavy rain to the area. On the Sunday of Christmas in Harwich, The Crabgrass Bluegrass Band attracted a crowd of 75. The Memoir Writers' Group that meets on Friday mornings at 10:30 remains small but the same individuals have been coming from the onset with a few new members coming the last few times they met. Due to the sensitive nature of the writings, a small intimate group is much better than a large ever-changing one. The same is also true for the newly started Evening Writers' Group.

In January, we are beginning a program on the 2nd and 3rd Tuesday evening of the month from 6:00-7:30 p.m. for a Men's Card Night. We hope to attract a group of men that will come and play cribbage, poker, or another card game while having an opportunity to socialize with others. This will fulfill Objective 1: activities 2 and 5 in the Long Range Plan under Goal 2: Build Community. As a special talk, Tom Leach, former Harbormaster, will enlighten participants on the history of Wychmere Harbor on Saturday, January 24 at 2:00 p.m.

Harwich Reads: Growing Our Community : The planning for our first ever Community Read is almost finished. We will be reading Animal, Vegetable, Miracle by Barbara Kingsolver and The Secret Garden by Frances Hodgson Burnett. This is a collaborative effort between a number of organizations and departments in the community driven by myself and the Harwich Cultural Council. The other organizations involved are Chase Library, Harwich Junior Theater, Harwich Chamber of Commerce, Harwich Historical Society, Harwich Conservation Trust, the Conservation Department, the Council on Aging and the Garden Club of Harwich as well as the schools, including the Charter School.

The kick-off will be on Saturday, February 7 at 2:00 p.m. To get us thinking in that direction, Donna Wood Eaton will lecture about sustainable communities and what we can do at a personal level. Donna is the owner of Cedar Spring Herb Farm in Harwich and a member of Buy Fresh Buy Local. An organic grower on Cape Cod since 1982 who currently grows vegetables, fruit, medicinal and culinary herbs, she is well versed in issues of importance such as food security, sustainable landscapes, slow food movements and wild edibles. A newsletter will be available in the next few weeks that will highlight all of the programs associated with this program.

Respectfully Submitted,

Suzanne Martell

Youth Services Trustees Report
January 2015

In December we collaborated with the Harwich Chamber of Commerce and Cape Destinations to host a Polar Express night. With four trolleys of people sold out, and lots of smiles and compliments afterwards, we consider the event to be a success and look forward to doing it again next year. Middle school aged students from the Teen Library Corps were able to attend and were quite helpful in setting up and helping to keep things running smoothly.

The Harwich Junior Theater Exploration program on Thursdays has been attracting a small but dedicated following. We will be extending the program into the winter months.

Our two STEM based programs, Science Storytime and Engineering Challenge are continuing to grow, with a lot of positive feedback from patrons. This month's Engineering Challenge will take place on Saturday, Jan. 17th. Students and family members will be challenged to build a marble roller coaster using the supplies given.

The Friends of Brooks Free Library sponsored the annual Visit with Santa on Saturday, Dec. 20th. Each youngster had the opportunity to sit on Santa's lap and discuss their holiday wish list. The Friends provided refreshments and gave each child a small gift.

Following the presentation to the Monomoy Regional Middle School teachers, last month I made a short presentation to the Monomoy Regional High School staff assembly about the many ways that the library and school can work together for our students. Flyers about our teacher-specific resources were handed out.

There is a national campaign in the children's book world called We Need Diverse Books . One of my goals for 2015 is to consciously incorporate more books about diverse families as part of our regular storytime. To this end I have created a booklist of all the storytime-appropriate books we own that feature children of color, children with disabilities, or children in alternative families. I will read at least one book from this list at each storytime throughout the year. Right now we have enough books for more than eight months of storytime without repeating a title, and we will be keeping our eyes out for even more great books.

Respectfully submitted,

Ann Carpenter
Youth Services Librarian

December 2014 Technology Report

Programs:

Device Advice continued during the month of December, though with the holidays falling as they did we were closed two Wednesday evenings this month. During the three sessions a total of 16 reference questions were answered centering primarily around the topics of mobile phones, email, and device settings.

In place of topic specific workshops and trainings we chose to host a Device Show and Tell twice during the month of December. The idea being that patrons and community members would have an opportunity to explore different devices, ask questions, and examine Consumer Reports information on various devices in a low pressure environment. During these events we served approximately 20-25 people and received a lot of positive feedback. About half of the attendees signed up to receive our monthly Tech Talk email and several have registered for programs covering the specific devices they purchased around the holidays.

Public Computers:

We continue to have difficulties loading some websites and email platforms on the public computers running Public Web Browser v2. This is the Internet browser used on all adult computers as well as catalog computers. This month, I finalized the configuration of a newer version, Public Web Browser v3. I plan on initiating testing of the new software configuration during the month of January with a target date of installation set for January 22nd. This upgrade should eliminate the need for daily troubleshooting by Reference staff and make access to commonly visited websites easier for patrons.

Staff Computers:

I invested time in reviewing and updating both our Technology Replacement Plan and the inventory of computers and peripheral devices. In order to continue to upgrade outdated computers as outlined in our Technology Replacement Plan, I ordered four new staff computers. As these new computers are installed to replace older computers we will continue to repurpose the older computers.

Respectfully submitted,
Emily Milan
Staff Librarian

Assistive Technology Coordinator's Report
January 8, 2015

The number of patrons receiving VITAL instruction remains steady. Three patrons recently completed training; one in the JAWS screen reader program, one in the ZoomText screen magnifier program, and one in the Guide magnifier/reader program. Currently one patron is receiving JAWS instruction, and when completed, she will begin training in Kurzweil 1000 text to speech software. Two patrons are scheduled to begin instruction in the coming month; one in the ZoomText screen magnifier program and one in keyboarding.

The National Library Service (NLS) Braille and Audio Reading Download (BARD) website continues to grow in popularity. VITAL instruction is given on how to open a BARD account and how to download books and magazines from its online catalog. Downloads are performed by volunteers for those patrons unable to download materials themselves. Due to the demand for this service Senior Library Technician Joanne Clingan and I also perform these downloads for patrons. We are actively seeking volunteers to assist with this service.

VITAL volunteer Janice Sloan and I attended the November 2014 meeting of the Harwich-Chatham Newcomers Club where four members signed on to become VITAL volunteers. They will soon begin their training in the programs they have selected to teach. Two have chosen to teach Zoom on the iOS devices, one has chosen to teach ZoomText, and one has chosen to teach JAWS.

On Tuesday, January 6, 2015 Alexander Pooler, Director of Assistive Technology for the Massachusetts commission for the Blind (MCB), provided initial instruction on Apple's Zoom accessibility feature at the Brooks Free Library. In attendance were three new VITAL volunteers, Staff Librarian Emily Milan, and me. Also in attendance were two staff members from Region 5 of the Massachusetts Commission for the Blind, the region that services the South Shore, Cape Cod, and the Islands. Mr. Pooler and Region 5 Director Linda Holtzman had met with me in August 2014 to discuss the Commission's initiative to establish assistive technology training opportunities throughout Massachusetts. The Commission is looking at the VITAL program as a model. At that August meeting Mr. Pooler offered his services to assist the VITAL program and this week's Zoom instruction was scheduled. I will develop a Zoom curriculum using much of the information provided by Mr. Pooler, after which Zoom instruction will be offered in the VITAL program.

I met with Susan Branco, Director of the Westport Free Public Library, and Trustees Robert Gormley and Paul Cabral at the Brooks Free Library on Wed, Jan. 7, 2015. The Westport Library has received a legacy which will be used to provide services for patrons with vision loss. The Westport Library is planning to purchase assistive technology and is looking at the VITAL program as a model for providing instruction in the use of this technology to its patrons with vision loss. I demonstrated the VITAL program's assistive technology and provided information and resource material to Ms. Branco.

I'm scheduled to speak to four Sight Loss service support groups. Sight Loss Services, Inc. is a non-profit agency located in Dennis Massachusetts that provides services to Cape and Island residents living with vision loss. The speaking engagements are scheduled for January 14 at Epoch of Brewster, February 3 at the Harwich Community Center, February 4 at the Brewster Ladies Library, and February 25 at the Dennis Church of the Nazarene. VITAL volunteer Maryjane Whitehead will assist at the talks.

Respectfully submitted,

Carla Burke
Assistive Technology Coordinator

FY15 Budget Balances
12.31.14

AREA OF EXPENDITURE	Appropriated Amt	Spent	Remaining Balance	Percent Spent
Advertising	\$160.00	\$21.75	\$138.25	14%
Dues, Subs & Travel	\$2,325.00	\$925.53	\$1,399.47	40%
Electric	\$31,465.00	\$13,633.84	\$17,831.16	43%
Maintenance & Repair	\$48,555.00	\$18,606.92	\$29,948.08	38%
Library Supplies	\$13,900.00	\$4,827.80	\$9,072.20	35%
Educational Supplies	\$120,000.00	\$61,729.88	\$58,270.12	51%
Gas	\$13,369.00	\$1,221.97	\$12,147.03	9%
Office Supplies	\$4,200.00	\$2,639.82	\$1,560.18	63%
Professional & Tech	\$42,057.00	\$38,046.65	\$4,010.35	90%
Water	\$981.00	\$437.94	\$543.06	45%
Employee Fringe Benefits	\$0.00	\$125.00	-\$125.00	
Total Library Expenses	\$277,012.00	\$142,217.10	\$134,794.90	51%
Wages & Salaries	\$487,855.68	\$245,381.33	\$242,474.35	50%
TOTAL	\$764,867.68	\$387,598.43	\$377,269.25	51%