

Brooks Free Library Board of Trustees

Wednesday, Oct. 9, 2013 7:00 pm

Thornton Room, Brooks Free Library

739 Main St., Harwich MA 02645

Agenda

1. Call to Order/Attendance
2. Approval of Minutes of Sept. 11 2013
3. Public Comment
4. Reports:
 - A. Chairman
 - B. Library Director
 - C. Building Maintenance Committee
 1. Emergency Lighting Project
 2. Phase I & II - Exterior Work
 3. Phase I – Carpeting
 4. Updates on other work
 - D. Liaison from Board of Selectman
 - E. Friends of Brooks Free Library
5. Correspondence:
6. Old Business:
 - A. FY2014 – FY2018 Long Range Plan
 - B. Art, Historic and Cultural Collections
7. New Business:
 - A. Acceptance of Donations
 - B. FY2015 Budget
8. Trustees' Report
9. Upcoming Meeting(s)
 - A. Capital Outlay Committee Oct. 16th, 5:30 pm
 - B. Next meeting – Wed. Nov. 13 2013, 7 pm
 - C. Trustees Annual Meeting with Board of Selection – Mon. Nov. 18, 7 pm
10. Adjournment

Authorized posting officer

Posted by

Virginia Hewitt

Brooks Free Library

Town Clerk's Office

Agenda submitted electronically to Town of Harwich for posting Sept. 5, 2013

If you are deaf or hard of hearing or are a person with a disability who requires an accommodation, contact the Library at 508-430-7563 or brooksfreelibrary@clamsnet.org.

Minutes
Brooks Free Library Board of Trustees
Wednesday September 11, 2013, 2013
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 7:08 P.M. Present were Mary Warde, JoAnne Brown, William Crowell, Ann Emerson, Joan McCarty, Kathleen Remillard and Jeanne Wheeler. Also present Virginia Hewitt, Library Director.

Approval of Minutes: JoAnne Brown made a motion to accept the August 14, 2013 minutes. Jeanne Wheeler seconded and it carried by unanimous vote with three abstentions.

Reports:

Library Director:

- Ginny and Public Services Librarian Suzanne Martell attended the first of two Disaster Planning Workshops.
- Last week the fire alarm went off. Ginny reported that the staff did a great job clearing the building.
- The Trustees' annual meeting with the Board of Selectmen will be Monday November 18, 2013 at 7:00 P.M.
- Ginny circulated Part 1 of the State ARIS Report.

Building Maintenance Committee:

- William Crowell made a motion to amend the Board's July 10, 2013 vote to have the Building Maintenance Committee send a list of pending work orders to the Town Administrator, the Board of Selectmen and Lincoln Hooper the first of every month **to give the Committee the discretion** to send the pending work orders to the Town Administrator, the Board of Selectmen and Lincoln Hooper **if they so choose**. Ann Emerson seconded and it carried by unanimous vote.
- Ginny reported that Dan Durgin will be coming on Monday September 16, 2013 to work on the venting for the electrical room.
- Ginny met with Preservation Massachusetts and architect Wendall Kaslow. They discussed what work should to be done for Phase I-Exterior Work.
- Ginny talked with Lincoln Hooper about leaks in the Mezzanine and the basement, the push bars on the front doors, the upper level parking lot asphalt, and the front sidewalk.

Old Business:

- Joanne Brown made a motion to include a submission to the Capital Outlay Committee for Fiscal Year 2018 in the amount of \$100, 000 for Interior Modifications/Renovations. Jeanne Wheeler seconded and it carried by unanimous vote.
- William Crowell reported that he has talked to Carl Clapp regarding the potential donation of one of his mother's paintings which is a copy of "Gainsborough Blue Boy." The painting measures 2 ½' x 3'.

New Business:

- Ginny spoke to the Assistant Director at Massachusetts Board of Library Commissioners (MBLC). The Board of Trustees should submit the library's FY 2014-2018 Long Range Plan by October 1, 2014. The plan can be approved at the Trustees' October 9, 2013 meeting and submitted with amendments, if necessary, to MBLC.
- FY2014 draft Trust and Gift Spending Plan is deferred until next month.

Adjournment: Jeanne Wheeler made a motion to adjourn. JoAnne Brown seconded and it carried by unanimous vote. The meeting was adjourned at 8:10 P.M.

Respectfully Submitted,

Kathleen Remillard, Trustee

**Brooks Free Library
Library Director's Report
Oct. 3, 2013**

Personnel:

No changes this month. We're still waiting for the HEA contract to be finalized so we can advertise internally and fill the Asst. Director and Shift Supervisor positions.

Staff Training:

Public Services Librarian Suzanne Martell and I attended a full day workshop in Rhode Island this month on disaster planning. Suzanne participated in another full day workshop on Sept. 30th which focused on the triage of wet materials, which I was unable to attend. Both workshops were extremely valuable. More details are in Suzanne's report. Later this month I'll be attending the New England Library Association Conference in Portland, Oct 20-22th which looks to be very informative.

Long Range Plan:

I completed and submitted the Long Range Plan for FY2014 – FY2018 to the Mass. Board of Library Commissioners by the Sept. 30th deadline. I've sent it to you so you'll have time to read through it and we can discuss any amendments you'd like to make at your meeting on Wed. before you vote to approve it.

State Financial Reports:

The second set of annual reports, the State Aid Financial Report, is due to the Mass. Board of Library Commissioners (MBLC) on Oct. 10th, so that will be my focus between now and then. Following that I'll prepare a consolidated financial report for the three libraries in Town for the Oct. 28th deadline. These reports are necessary for the Town to maintain state library certification.

CLAMS Finance Committee

I've been asked to serve on the CLAMS Finance Committee, which meets 4 –6 times per year and is responsible for recommendations for the operating budget, including membership fees, to CLAMS Membership and capital planning for the consortium.

Programs:

Since your last meeting we've had several special programs. Leo Caukones gave a fantastic talk on organic cranberry farming on Sept. 19, we had a bubble show for kids on Sat. Sept. 21st and the popular Just Plain Folk folk guitar group performed on Sat. Sept. 28. This Sunday, Oct. 6, the Friends are sponsoring a program on Cape Cod Baseball, and on Sat. Oct. 19th we'll have a talk on Henry Beston's Cape Cod. Lego Club has resumed on Tuesday afternoons and the first "Full STEAM Ahead" for elementary school students and their families is Sat. Oct. 12. The first Saturday "Tech Talk" will focus on the I-pad on the morning of Sat., Oct. 26 and we'll have a Princess Party that afternoon. Our annual Halloween Parade

to Town Hall will take place on Thurs. Oct. 31st. A new Memoir Writers Group begins on Friday, Nov. 1st. The full program schedule with all the details is on our website and flyers are available in the Library, Town Hall. Community Center and the Chamber of Commerce Visitor's Center.

Building Maintenance:

A copy of the maintenance spreadsheet as of Oct. 1, 2013 is included in your packets. It has not yet been updated based on information from the Building and Grounds committee's monthly update with Highway and Maintenance. Major activity in Sept. focused on resolving a recurring problems with flickering and dimming/brightening of lights all over the building, the installation of separate air conditioning units for the electrical and computer rooms, and work on the project to obtain services of historic preservationists to evaluate, prepare an action plan and develop bid specifications exterior of the Brooks Block and Bank building. As reported last month, the Building and Grounds Committee and I met with Preservation Massachusetts. On Sept. 25, JoAnne Brown and I spoke a length with an architect who specializes in historic preservation about the building exterior and the streetscape issues. He provided a verbal cost estimate for the study, to be followed by a written proposal and cost estimate. On Oct. 1st I learned the deadline for submitting projects to the Community Preservation Committee was that day, so I prepared and submitted the application for \$25,000 for the study and plans for this work.

FY14 Budget balance - as of Sept. 30, 2013

AREA OF EXPENDITURE	Appropriated Amt	YTD Spent	Remaining Balance	Percent Spent
Advertising	\$160.00	\$40.50	\$119.50	25%
Dues, Subs & Travel	\$2,100.00	\$1,104.55	\$995.45	53%
Electric	\$30,848.00	\$8,232.41	\$22,615.59	27%
Maintenance & Repair	\$40,000.00	\$11,342.97	\$28,657.03	28%
Library Supplies	\$11,270.00	\$7,707.54	\$3,562.46	68%
Educational Supplies	\$100,000.00	\$30,587.19	\$69,412.81	31%
Gas	\$13,000.00	\$121.31	\$12,878.69	1%
Office Supplies	\$4,050.00	\$2,440.82	\$1,609.18	60%
Professional & Tech	\$40,147.00	\$20,626.70	\$19,520.30	51%
Water	\$957.00	\$260.64	\$696.36	27%
Total Library Expenses	\$242,532.00	\$82,464.63	\$160,067.37	34%
Wages & Salaries	\$449,663.96	\$112,181.91	\$337,482.05	25%
TOTAL	\$692,195.96	\$194,646.54	\$497,549.42	28%

Capital Plan Submissions and Meeting:

We have been scheduled to meet with the Capital outlay committee at 5:30 on Wed. Oct. 16 at Town Hall. As a reminder, I'm including the list of current capital plan projects below:

FY15 - \$112,000 – Carpet Replacement – New request, submitted Aug. 2013.

FY16 - \$100,000 – Exterior Preservation/Restoration/Maintenance – New request, Aug. 2013. Note: In FY16 will be 20 years since last renovation on exterior (1996-1998)

FY17 - \$132,000 – Replace Roof – submitted 2012. Approved & included on Capital Plan.

FY18 - \$29,000 – Replace Smoke & Heat Detectors. Prior year submission – Aug. 2012. Note: 10 years since last replacement. (Under \$50,000 threshold for capital plan but submitted for financial team to track.)

FY18 - \$100,000 – Interior Modification/Renovations – New request, submitted Aug. 2013. 20 years since last major renovation completed in Feb. 1998. Submitted to redesign floor plan, modify staff and public areas, and provide library-grade furnishings that will stand up to heavy public use.

Respectfully submitted,

Virginia A. Hewitt
Library Director

Public Librarians Report to the Trustees
Oct 2, 2013

Circulation:

September's circulation remained steady. We were able to help Chatham out while they were removing the mold from their basement. We kept all of their patron's holds on our hold shelves and some of their staff came to process books here came in delivery to them. Those patrons of Chatham that came to pick up books here were very grateful for the help we gave Eldredge Library. Staff here provided excellent customer service in spite of the increase in holds and circulation. As of today, Chatham plans to reopen on Monday, October 7, 2013.

Workshops/Training attended:

On September 11, Ginny and I attended the first workshop in a series entitled: Protecting the Past Rhode Island funded by a grant to the Rhode Island Office of Library and Information Services as part of the Connecting to Collection: Statewide Planning and Implementation Grant Program. The workshop, Disaster Response for Cultural Heritage Materials Part I: Planning and Preparation covered all aspects of the process from evaluating your site before a disaster hits through what to do should an actual event occurs. The focus was on cultural institutions in addition to libraries providing us with a slightly different approach than we have attended with the MBLC here in Massachusetts. It also reviewed the Incident Management System that would be used by the town in the event of a catastrophe (we both participated in this training a year or two ago).

On September 30, I attended the second part of the series entitled: Disaster Recovery for Cultural Heritage Materials Part II: Handling Wet Materials at the Newport Public Library. In this workshop we worked with certified conservators to see what happens to books, documents, photographs, textiles, furniture, porcelain, digital media and other non-paper collection items when they are exposed to water and other hazardous materials. It combined lecture on response techniques with an interactive team assessment activity that had participants walk through a mock flooding of a cultural institution with a variety of materials needing to be triaged.

Both of these trainings will help to prepare us to work on our disaster/emergency plan as outlined in Goal 1 Objective 4 of the long range plan.

Evacuation Plan:

Progress has been made with the writing of our Evacuation Plan. The information obtained in the previously mentioned workshops will help to make the plan even more comprehensive and useful to staff in the event of an emergency. A meeting with someone on the fire department is still being pursued.

Programming:

Crafty Saturdays, on the first Saturday of each month from October through May will start with a repeat of the Book Wreath Workshop. In November I will offer the wreath workshop one more time and then it will vary each month. A lecture on Henry Beston's Cape Cod will take place on Saturday, October 19 at 2:00 p.m. The program tells how the Quincy native, still shaken by his experiences as an ambulance driver in France during World War I, took to writing fairy tales and eventually found the peace of mind he was looking for on Cape Cod's outer beach. In doing so, he not only found himself as a writer, but his prose from *The Outermost House* found its way into National Park Service reports about Cape Cod that sealed its establishment as a national treasure. A new Memoir Writing Group will begin on Friday, October 25 at 10:30 led by Dr. Jay Anderson. It will take place every week.

Respectfully submitted,
Suzanne Martell
Public Services Librarian

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**Technology Report
October 2013**

September's technology projects included replacing the network printer in the Circulation area and was also able to complete set up and installed the 2 staff computers at the Youth Services and Public Services desks. One of the older computers was repurposed to create a second workstation in the tech services area of the local history room and the older printer from Circulation was moved to tech services as well. October's projects will focus on setting up two new computers for the homework center in the children's department as well as trouble shooting some issues on existing homework center computers as well as the Games computer on the 2nd floor.

In addition to adding new hardware, I began planning a series of "Tech Talks" that will begin in October. The first one will take place on Saturday, October 26th and will cover various "Tips & tricks for the iPad". I am also working with Michael Karchmer, of the Cape Cod Viewfinders, who has volunteered to lead a series of three workshops on digital photography. These will take place on the 2nd Tuesday evening during the months of November, December, and January.

Respectfully submitted,
Emily Milan
Staff Librarian

Youth Services Report Oct 2, 2013

The new Science Storytime has gotten off to a good start with an average of about 8 child attendees at each program. Our first official elementary aged STEM program will run on October 12th, and is an engineering challenge. Other programs we are looking forward to in October include a Princess Party for young children and the annual Halloween Parade for preschoolers.

Youth Services Librarian Ann Carpenter has been elected President of the Cape Cod Youth Services Librarians' Roundtable, a position she will hold for two years.

We have had five fifth grade and five third grade classes come to tour the library since the beginning of school. The third grades classes intend to walk to the library every two weeks (which, since the classes don't all come at once, means that every Friday we will have a third grade visiting us). Ann continues to visit Make Way for Kids at the elementary school once a month. She has contacted the middle school librarian about creating a deposit collection aimed at fifth graders at the middle school.

Ann is on a national book award committee for the Jane Addams Book Award. The winning books were selected in March after months of consideration and debate. She is planning to attend the official award ceremony in New York City on October 18th.

Science Storytime with Patty the Chicken, Oct. 2, 2013

