

Brooks Free Library Board of Trustees

Wednesday Aug.12, 2015 7:00 pm
Thornton Room, Brooks Free Library
739 Main St., Harwich MA 02645

Agenda

1. Call to Order/Attendance
2. Executive Session - pursuant to M.G.L. c.30A, § 21(a)(3) to discuss strategy with respect to collective bargaining if an open meeting may have a detrimental effect on the bargaining position of the public body and the Chair so declares
3. Approval of Minutes of July 8 2015
4. Public Comment
5. Reports:
 - A. Chairman
 - B. Library Director
 - C. Building & Grounds Committee
 - D. Liaison from Board of Selectman
 - E. Friends of Brooks Free Library
6. Correspondence:
7. Old Business:
 - A. Performance Evaluation of Library Director
8. New Business:
 - A. Acceptance of Donations
 - B. Closing Sat. Sept. 19 for Harwich Cranberry Festival Music and Arts Fair
 - C. Vote to declare furniture as surplus
8. Trustees' Report
9. Upcoming Meeting(s)
 - A. Next Trustees meeting – Wed. Sept. 9, 2015 at 7 pm
 - B. McGinley Kalsow Presentation - Historic Preservation Assessment of Library Exterior (Brooks Block and Bank Building) - TBD (tentative 4 pm, late Aug.)
10. Adjournment
11. Executive Session - pursuant to M.G.L. c.30A, § 21(a)(3) to discuss strategy with respect to collective bargaining if an open meeting may have a detrimental effect on the bargaining position of the public body and the Chair so declares

Authorized posting officer

Virginia Hewitt
Brooks Free Library

Posted by

Town Clerk's Office

Agenda submitted electronically to Town of Harwich for posting

If you are deaf or hard of hearing or are a person with a disability who requires an accommodation, contact the Library at 508-430-7562 or brooksfreelibrary@clamsnet.org.

Minutes
Brooks Free Library Board of Trustees
Wednesday July 8, 2015
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 7:09 P.M. Present were Mary Warde, JoAnne Brown, Jeannie Wheeler, Joan McCarty, William Crowell, Kathleen Remillard, Library Director, Virginia Hewitt and Liaison from the Board of Selectman, Linda Cebula.

Approval of Minutes: William Crowell made a motion to amend the May 13, 2015 minutes to clarify the correct date of the May 4, 2015 meeting minutes. Joan McCarty seconded. The motion carried by unanimous vote. Joan McCarty made a motion to accept the May 13, 2015 minutes as amended Jeannie Wheeler seconded. The motion carried by unanimous vote.

Reports:

Chair:

- Mary Warde reported how impressed she was at the level of cooperation among all those involved in the carpet installation.
- Mary will invite the new Police Chief to a Trustee Meeting once he begins working.

Library Director: See report.

- Ginny is working on staff scheduling for the fall.
- Sara Idman has been hired as a librarian at the Elementary School. She will continue to work at Brooks through the summer.
- Budget update handed out and includes encumbered funds for electrical and HVAC maintenance.
- Carla Burke received the Community Service award from the Lions.

Building and Grounds:

- Jeannie Wheeler thanked Ginny and the staff for their hard work with the carpet installation. She suggested the Trustees provide an appreciation luncheon for the staff and others involved in the project.
- The committee is working with Beth Williams re: completing final projects in the Children's area.
- The CPC application is coming up. Linda Cebula raised a question regarding stain vs. paint on the exterior. That committee made a note to look into the possibility.

Liaison from Board of Selectman:

- The Charter change is ready to send to the State.

New Business:

- The Library received \$1600.00 in donations. JoAnne Brown made a motion to accept \$1600.00 in donations. Joan McCarty seconded. The motion carried by unanimous vote.
- Annual request from the Cape Cod Viewfinders Camera Club to use the Thornton Room for their monthly meetings from September 2015 – May 2016. Joan McCarty made a motion to approve regular use of the Thornton Room from September 2015 – May 2016 by the Cape Cod Viewfinders Camera Club. Jeannie Wheeler seconded. The motion carried by unanimous vote.
- Mary Warde handed out the new performance evaluation form from the Town Administrator. It is different from past years as the new form includes employee self-evaluation. A discussion ensued regarding the Library Director's performance and factors affecting accomplishment of her FY15 goals.
- Joan McCarty made a motion to accept the slate of officers as presented: Mary Warde-Chair and Liaison to the Friends of Brooks Free Library, Joan McCarty-Vice Chair, William Crowell-Treasurer, Kathleen Remillard-Secretary. William Crowell seconded. The motion carried by unanimous vote.

Trustees' Report:

- William Crowell reported that Infinex still has the Lang Fund Account but he has not met with John Davidson from the CC5. He attended a meeting with Rockland Trust's Management Team and others from Town Hall to learn about Rockland's investment services regarding municipal funds. He handed out a booklet describing Rockland Trust's investment services. Joan McCarty made a motion to authorize William Crowell to meet with John Davidson of Infinex and compare its service with Rockland Trust's proposal and to move the Lang Fund to Rockland Trust if Infinex's fees are activity based. Jeannie Wheeler seconded. The motion carried by unanimous vote.

Upcoming Meeting:

Next Trustees meeting – Wednesday August 12, 2015 at 7:00 P.M.

Adjournment: Joan McCarty made a motion to adjourn. William Crowell seconded. The motion carried by unanimous vote. The meeting was adjourned at 9:09 P.M.

Respectfully submitted,

Kathleen Remillard, Secretary
Brooks Free Library Trustees

HARWICH CULTURAL COUNCIL
HARWICH TOWN HALL
732 MAIN STREET
HARWICH, MA 02645

June 10, 2015

Suzanne Martell
Brooks Free Library
739 Main Street
Harwich, MA 02645

Dear Ms. Martell;

The Harwich Cultural Council is requesting the continued use of the Thornton Room at the Brooks Free Library for our monthly meetings, which will be held on the second Thursday of the month from July 2015 to June 2016 from 4:30-5:45 PM.

We would also like to use the room for three additional meetings in October/November 2015 to conduct the review of grant applications for the 2016 grant cycle. Those dates will be submitted to you as soon as possible.

Thank you for your consideration in this matter. If you have any questions please don't hesitate to contact me at (508) 432-2916 or lynnms20@gmail.com.

Sincerely,
Lynn Schweinshaut
Harwich Cultural Council, Co-chair