

Brooks Free Library Board of Trustees

Wednesday, June 8, 2016 at 7 pm
Thornton Room, Brooks Free Library
739 Main St., Harwich MA 02645

Agenda

1. Call to Order/Attendance
2. Approval of Minutes of May 11, 2016 regular session
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:
6. Old Business:
 - A. Update on CPC-funded exterior preservation project
7. New Business:
 - A. Vote to Accept Donations
 - B. Approval of FY17 Meeting Room Requests
 - C. Annual Reorganization of the Board of Trustees

Upcoming Meetings

 - A. Next Trustees meeting – July 13, 2016
8. 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 May 11, 2016
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 7:03 P.M. Present were: Mary Warde, JoAnne Brown, Jeannie Wheeler, Joan McCarty, Kathleen Remillard, Ann Emerson, William Crowell (7:10 P.M.), Library Director Virginia Hewitt and Liaison from the Board of Selectmen Linda Cebula (7:15 P.M.).

Approval of Minutes: JoAnne Brown made a motion to approve the March 9, 2016 regular and Executive Session meeting minutes. Ann Emerson seconded. The motion carried by unanimous vote.

Reports:

Library Director: See report.

- Ginny reported that two library positions have been opened to the public.
- Lorrell flipper tables have been ordered. Top flips back with a simple lever mechanism and nest together for space saving.
- Youth Services Librarian Anne Carpenter will collaborate with the Harwich Elementary School and Monomoy Regional High School for the summer reading program.
- Carla Burke, Assistive Technology Coordinator, has been selected for membership into the Carroll Society for her outstanding achievement in the work place.

Building and Grounds Committee:

- The library's article for historic preservation of the building exterior passed at Town Meeting with no discussion.
- Furniture for the Doane Room should arrive in June.

New Business:

- JoAnne Brown made a motion to declare furniture surplus (list attached) on the condition that no other town department wants it. Joan McCarty seconded. The motion carried by unanimous vote.
- Joan McCarty will sign bills and payroll with the understanding she will inform other Trustees when she is not available.
- William Crowell reported that he is receiving monthly reports from Rockland Trust that indicate the library's funds are doing well. Monthly reports are also being sent to Town Treasurer, Amy Bullock.

Upcoming Meetings: Next Trustees Meeting is June 8, 2016 @ 7:00 P.M. (Brooks Free Library)

Adjournment: Joan McCarty made a motion to adjourn the meeting. JoAnne Brown seconded. The motion carried by unanimous vote. The meeting adjourned at 7:55 P.M.

Respectfully submitted,

Kathleen Remillard, Secretary
Trustee Brooks Free Library

Library Director's Report June 3, 2016

Personnel:

Town Administration and the Harwich Employees Association agreed to proposed changes to the Assistant Director's job description in mid-March. However, as far as I know that has not been documented in a side letter to the union agreement and signed by the Selectmen and HEA Board.

There were no internal applicants for the Staff Librarian (Technology Coordinator) position so it was advertised externally. We received a number of applications from well qualified individuals who have technology and/or library science degrees as well as public library experience. We will be interviewing and hope to have a decision soon so that we can fill the position as soon as possible.

We have also received many applications for our year round substitute and part-time summer Circulation Assistants. We hope to bring several on-board this month so we'll be ready for the summer.

Mass. Library Association conference

A number of staff members attended one or more days of the conference, which was held in Hyannis from May 16th to 18th. There were some excellent workshops, many with a common underlying theme about how libraries are transforming themselves to meet the needs of our community members particularly related to reference services, technology and outreach. It was great food for thought, which we will use as we begin to re-examine our organizational structure as well as our physical space once we are fully staffed. Our goal would be to free up staff time from "covering the desk" so that we can put the talents and skills of staff members to better use while providing more opportunities for them to share their expertise with community members. Our librarians are enthusiastic and energized about looking at how we can adopt and implement some of the concepts we learned about the various workshops.

Carroll Society Award

Assistive Technology Coordinator Carla Burke and I travelled to Newton on June 2nd so Carla could accept her Carroll Society Award from the Carroll Center for the Blind and the Mass. Commission for the Blind. With this award Carla was also accepted into the Carroll Society, which is quite an honor. The awards ceremony was very inspiring and it was great to learn about the backgrounds, challenges and achievements of the other 2016 award winners. This is the second major award that Carla has received this year. She continues to innovate and find new ways to improve library services for people with vision loss and to enrich the lives of sighted and non-sighted members of the community.

Preservation Work on the Exterior

Since your last meeting the Trustees Building and Grounds Committee inquired into the status of the procurement. The Town Engineer then determined that we would be able to contract with the architects who had done the feasibility study rather than having to go through a formal procurement process and he advised that the Trustees should recommend this to the Selectmen. We were then advised on how we should go about negotiating with the architect and setting the terms of the proposed contract based on our opinions of what seems appropriate. We questioned this, since, while it is standard Town practice to have the various departments develop the details of the contract, we are not procurement or construction professionals. When the Town accepts the standard contract offered by the engineer or architect for design services and construction oversight without adding significant criteria of our own, the Town's interests are not protected. The Town Engineer and Town Administrator both advised us that we would be responsible for the procurement/contracting with the architect and for managing the construction phase and that the

Town Engineer and Facilities Manager would be available to advise us as necessary. We attempted to address our concerns about this to the Town Administrator but had not heard back. We were surprised to learn the project plan for this work was placed on the May 31st Selectmen's agenda. We attended the meeting and after voicing our concerns that we should not continue to be responsible for managing the contracting with the architect and the design and construction phases of the project since we now have fully centralized facility maintenance, the consensus of the Board was that they agreed with us. The Town Engineer and Facilities Manager will manage the project. The Trustees and the Library Director will receive updates and review and provide advice as needed.

New plantings

The Garden Club has purchased a number of attractive flowers urns to replace their "blooming barrels" and has distributed them around town. There are quite a few along Main Street in Harwich Center so they help unify the Historic District. Two are located in front of the Library. Garden Club members continue to put in many hours maintaining the beautiful flower beds in the parking lot island and for decades they have provided a lovely floral arrangement each month for the Circulation area, so we continue to benefit from their generosity and expertise.

Furniture update:

The new tables, chairs and benches for the Doane Room (Children's) should be in any time but we haven't yet received a delivery date.

The new flip-top tables on casters for the Thornton Room (meeting room) arrived last Friday. Kenmark not only offered them to us at an excellent price, they delivered and installed them free of charge. It took the crew several hours to assemble all the tables, so it was wonderful that KenMark provided that service. We wouldn't have been able to do it ourselves and the Highway Dept. staff members are much too busy at this time of year. We were very impressed with the service and with the quality of the tables themselves. The tabletops are substantial and the wood grain color matches well with the stage. They make a great upgrade in the appearance of the room. We often have to reset the room three times a day after the custodian leaves at noon. Not only was it physically tiring to set up, fold and move the tables, which were heavy, since one person would be doing it by themselves, the tables had to be dragged across the new carpet. We have needed these tables for many years so it would be hard to overstate how delighted staff members were to see how easy they are to set up and move around the room. They will make a huge and daily impact on ease of operations.

The surplus furniture was offered first to Town departments. The Golf Dept. took 2 folding tables. The four card tables were taken by the Community Center and when the Doane Room furniture arrives they will take the loveseat and 6 painted wooden chairs for their playroom. We then offered the furniture to Monomoy Regional Schools and area libraries. The large oak table and trapezoid table in the Doane Room will be taken by an elementary school teacher. The round toddler tables and several folding tables have been tentatively claimed by another library. This means we may only need to find a home for 2 folding tables and the two slanted display tables.

FY16 Expenditures:

The spreadsheet of year-to-date expenditures through May 31st is included in your packet.

Respectfully submitted,

Virginia A. Hewitt
Library Director

FY16 Budget Balances

5.31.2015

AREA OF EXPENDITURE	Appropriated Amt	Spent	Remaining Balance	Percent Spent
Advertising	\$160.00	\$52.00	\$108.00	33%
Dues, Subs & Travel	\$2,625.00	\$2,957.93	-\$332.93	113%
Electric	\$32,795.00	\$25,395.50	\$7,399.50	77%
Maintenance & Repair	\$56,382.00	\$41,663.06	\$14,718.94	74%
Library Supplies	\$13,250.00	\$6,079.33	\$7,170.67	46%
Educational Supplies	\$140,867.00	\$119,841.37	\$21,025.63	85%
Gas	\$17,076.00	\$9,801.02	\$7,274.98	57%
Office Supplies	\$4,300.00	\$5,414.90	-\$1,114.90	126%
Professional & Tech	\$43,313.00	\$40,485.17	\$2,827.83	93%
Water	\$950.00	\$626.05	\$323.95	66%
Employee Fringe Benefits	\$625.00	\$500.00	\$125.00	80%
Total Library Expenses	\$312,343.00	\$252,816.33	\$59,526.67	81%
Wages & Salaries	\$574,544.69	\$482,868.62	\$91,676.07	84%
TOTAL	\$886,887.69	\$735,684.95	\$151,202.74	83%

Assistant Director's Report

June 3, 2016

Volunteers:

We are very fortunate to have so many dedicated volunteers here at Brooks Free Library. Our roster currently holds approximately 80 names! We have invited these volunteers to attend the annual meeting of the Friends of Brooks Free Library on June 16th and then stay for an appreciation celebration afterwards. We hope to honor both the Friends and our volunteers for all of their efforts to support the mission of our library. Leading up to the volunteer appreciation event we will be highlighting one volunteer each week on our Facebook page and hope to continue this practice even after the celebration. Please join us on Thursday, June 16th at 10:30 if you are able!

2016 Massachusetts Library Association Conference:

Assistive Technology Coordinator Carla Burke, Senior Library Technician Joanne Clingan and I presented a workshop at this year's MLA conference entitled "Providing Assistive Technology is Not Enough." The workshop highlighted the need for assistive technology training in public libraries and outlined how we developed and maintain our VITAL program. We offered attendees a strategy for developing a similar program in their own libraries. Most individuals in attendance acknowledged that their libraries owned assistive technology in various forms but did not yet offer patron or staff training.

Circulation:

In preparation for the summer months, we have created several new and exciting collections for patrons. On June 25th we will be unveiling our Summer Outdoor Collection at the annual summer reading kick-off. This new collection includes a variety of outdoor games such as croquet, badminton, ring toss, a bird watching kit and telescope. Items are available to check out for one week but cannot be requested in advance or renewed. In addition to the outdoor collection, we have purchased two circulating portable DVD players and one for library use only. The portable DVD players are ideal for families who are traveling or might be facing long visits to the doctor or hospital. We have also added three new Chromebooks, similar to those in the Homework Center, which can be checked out for in-library use only. Once we have written and reviewed a procedure for handling these new circulating items they will be advertised to the public.

Technology:

After careful research and consultation with other Massachusetts libraries using Useful computers, Reference Librarian Jennifer Pickett and I chose to purchase Useful products to replace the current adult public computers. The Useful system utilizes one central server to deploy multiple workstations via thin clients. Using this new product will allow us to streamline configuration across multiple workstations while eliminating the need for additional software such as Deep Freeze and Public Web Browser. Useful workstations use a Linux based operating system which includes time management, security and software update features, meaning we provide a more efficient and secure end product. These features are built into the operating system itself, and not provided by secondary software, thus they operate seamlessly with each other and result in fewer conflicts between programs. Implementing this streamlined system should result in a drastic decrease in the need for troubleshooting, programming and updating Windows based machines. In addition to saving staff time, the new system will save financially as the thin clients used for each workstation are significantly less expensive than traditional desktop computers and do not need to be replaced as frequently. We are currently in the process of configuring our new Useful workstations and creating user profiles that will allow patrons to use these workstations under the same parameters as our current system. A training session with Useful is scheduled for Wednesday, June 8th at which time we will begin working on network configuration. After the network configuration is complete we should be able to determine an appropriate timeline for installing the workstations in the public computer area. We hope to have the system up and running by June 20th.

Respectfully submitted,
Emily Milan, Acting Assistant Director

Reference Librarian's Report
June 3, 2016

Wireless Printing

Over the past few weeks I have been working with OCS, our print management company, to help implement wireless printing here at the library. Patrons can now use their own internet devices from anywhere in the library to send a document or an email directly to our print server where they can pay for and retrieve their print job. There was a lot of testing and emails back and forth before this service was working smoothly, but this is a service that patrons have now come to expect at public libraries and so I am happy that we can offer it. Wireless printing, in combination with our new circulating Chromebooks, will help free up some of our public computers that were often being used just by people who needed to print something. Senior Library Technician Janice Nikula-Dalton, and Assistant Director Emily Milan assisted with the design of a bookmark that is now available at all public desks that details directions for wireless printing.

Flipster (digital magazines)

After several years of looking at digital magazine products, we have decided to purchase a product this June called Flipster. Flipster is an EBSCO product (where we currently purchase our print magazines) that allows users to read current and past issues of magazines in full color on any internet device. There will be Flipster apps for iPhone/iPad, Android, and Kindle Fire users, and these magazines can also be read on any computer or device with a web browser. We tried to select a balanced and yet different collection from our current print collection and we will be tracking statistics closely for this resource over the next year so that we can learn which titles and topics are popular and which ones we can drop. We chose Flipster over a competing product Zinio, for several reasons including the fact that Flipster is not available through the Boston Public Library and so we will not be duplicating electronic resources that are already available to our patrons.

Collection updates

Over the past year, an inventory of the entire Reference and Genealogy collections was completed. To my knowledge, this had never been done before. There were a lot of cataloging errors that were cleaned up (these errors happened over many years), and many items had to be marked missing and then withdrawn if they were ultimately not found. The catalog now shows a much more accurate reflection of what is really on our shelves. When parts of the collections were moved during the carpet project, I was given the opportunity to look in every nook and cranny of the building and did find quite a few odd things here and there (does anybody know anything about the small glass bottle collection in the file cabinet in the basement?). I was able to evaluate and move rare and valuable books into the local history room and make item notes on records, and after almost ten years of working here, I finally feel that the collection is nearly completely cataloged.

Both the medical and legal sections of the collection have been completely updated over the last year in both the reference and circulating collections. Books in these collections tend to date themselves very quickly but they are both heavily used, important collections.

I have requested a deposit collection of foreign language books from the Boston Public Library for our patrons to borrow this summer. Soon there will be popular fiction titles available here in Russian, Spanish, French, and Portuguese. These books will be available for check out just like any other books and will be shelved near the reference books on the second floor. After three months they will be returned to the BPL.

Respectfully submitted,

Jennifer Pickett,
Reference Librarian

Youth Services Report

06/03/16

Celebration of the Young Child in Harwich

In collaboration with the Early Childhood Council, we presented the Celebration of the Young Child in Harwich. The library funded a performance by the Cape Cod African Dance and Drum, which was very well received.

Conferences

I flew to Wisconsin to attend a conference in regards to the Jane Addams Children's Book Award, a committee I have been a part of for the last ten years, and which I was co-chair of for the last three years. We discussed the award criteria and ways to integrate our books with curriculum and students.

At the MLA conference in Hyannis I attended several sessions related to Youth Services, including an idea-share roundtable, a weeding workshop, an overview of Tools of the Mind, and a guerilla story time workshop.

Summer Reading Kickoff

The Summer Reading Program will begin as soon as school ends on June 23rd. When a student reads for 2.5 hours, they get a prize and a free book. The Summer Reading Kickoff Event will be on Saturday, June 25th at 5:00 at Brooks Park and will feature the Sciencetellers, a group of storytellers that incorporate science into their stories.

Upcoming in July

All youth programming, all the time! For July and August we will have a special performance every Tuesday and Thursday with occasional special Saturday programs, craft programs for various age groups every Monday, Wednesday and Friday, and preschool programs Mondays, Tuesdays, Wednesdays, and Fridays.

Respectfully submitted,

Ann Carpenter
Youth Services Librarian

Trustees Report
Staff Librarian/Technical Services
June 2, 2016

Commonwealth Catalog: The number of items being requested and sent out in the Commonwealth Catalog has remained fairly steady in May. Our patrons requested 99 items, 5 less than those that were requested in April. Of the 99 requested, 66 were filled and sent to our patrons. This is a fill rate to us of approximately 66% down from 75% in April. We supplied 31 of the 37 items requested we send to libraries outside of the CLAMS system in May representing a slight increase over 21 in April. This is a fill rate by us of approximately 84% as in April. Many of the items we did not send were those either checked out or with holds on them. I attended the Commonwealth Catalog Users' session for CLAMS members on May 25 to review the changes on a recent upgrade to the system and to network with others processing these items in their locations.

Cataloging: In April, 12 Bibliographic records and 658 item records were created. In May, 73 Bibliographic records and 501 item records were created.

Meetings/Workshops: I attended the last Bibliographic Committee of the year on May 10 at the CLAMS Office in Hyannis. I attended the Massachusetts Library Association conference on Tuesday, May 17 in Hyannis. Sessions I viewed included Backyard Astronomy: Introducing the Library Telescope Program, Tools of the Mind: Bringing Early Childhood Curricula into Youth Services and MOBYfun: Libraries Collaborating around STEM Activities. Some of the ideas introduced in these sessions may be beneficial to add to our programming and collections in the future. Later in June I will be attending a session on RDA cataloging as a preparation for what the future records will look like. We may be able to be proactive in doing something now during processing that would enable a more smooth transition should we go to this system in the future.

Programming: Our ongoing programs attendance in May was: Evening Book Group 10, Morning Book Group NA, Literary Diners 4, Knit Lit averaged 16, Greatest Generation Book Group 20, Card Games 3, Board Games Cancelled and the Wednesday morning Writer's Group averaged 9. The Evening Writers Group started by Senior Library Technician Jack Sheedy met twice in May with 6 attendees on May 10 and 11 on May 24. Our Fiction 101 writing series led by Circulation Assistant Corey Farrenkopf averaged 13 attendees. Due to Town meeting, the Evening Book group rescheduled to meet on May 10 causing us to cancel the Adult Coloring Group in May. The Board Game group was cancelled in May due to low attendance in April.

Attendance at library-sponsored special programs for adults in May included 7 for the Gelli Printing Workshop on Sat. May 5. On May 4, I attended Pine Oaks on Oak St. and made paper flowers with 12 individuals. The "First Sunday" program provided by the Friends of Brooks Free Library on Sunday, May 1 had 68 attendees for the Charlie Jamieson Band with Cerise Bynoe. The full program schedule is available on flyers at the Library and several community locations and on our website at www.brooksfreeibrary.org.

Respectfully submitted,
Suzanne Martell

YOU'RE INVITED...

In honor of your dedication and hard work, please
join us for a

Volunteer Appreciation Celebration!

This event will be held at the Brooks Free Library
on **Thursday, June 16th, 2016 at 10 a.m.**

We will begin with the annual meeting of the
Friends of Brooks Free Library which we be
followed by a celebration and refreshments.

**Please RSVP by calling 508-430-7562 ext. 7 or
by email at emilan@clamsnet.org**

BROOKS FREE LIBRARY

739 Main Street Harwich, MA 02645 508-430-7562

www.brooksfreeibrary.org



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