

## Brooks Free Library Board of Trustees

Wednesday, April 13, 2016 at 7 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 March 9 2015 Regular and Executive session
4. Public Comment
5. Reports:
  - A. Chairman
  - B. Library Director
  - C. Building & Grounds Committee
    - a) Update Historic Preservation of Exterior
    - b) Update on Furniture for Doane Room
  - D. Liaison from Board of Selectman
  - E. Friends of Brooks Free Library
6. Correspondence:
7. Old Business:
  - A. FY17 Budget Request
8. New Business:
  - A. Vote to Accept Donations
  - B. Vote to declare furniture surplus

#### Upcoming Meetings

- A. Next Trustees meeting – May 11, 2016
  - B. Annual and Special Town Meeting – May 2 and 3, 2016
  - C. Mass. Library Assn Conference – May 16-18 Hyannis (Brooks Free Library presents workshop on instructional programs for assistive technology – May 16 at 2:45pm)
9. Adjournment

**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 March 9, 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 7:05 P.M. Present were: Mary Warde, JoAnne Brown, Ann Emerson, William Crowell, Kathleen Remillard. Also present, Library Director, Virginia Hewitt.

**Exexutive Session:** William Crowell made a motion to enter 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. Mary Warde seconded. Roll call: Mary Ward yea, JoAnne Brown yea, Ann Emerson yea, William Crowell yea, Kathleen Remillard yea. The motion carried by unanimous vote.

The regular meeting of the Trustees of the Brooks Free Library reconvened at 7:36 P.M.

**Approval of Minutes:** JoAnne Brown made a motion to accept the December 9, 2015 Executive Session Minutes. Mary Warde seconded. The motion carried by unanimous vote. JoAnne Brown made a motion to accept the February 10, 2016 regular meeting minutes. Ann Emerson seconded. The motion carried by unanimous vote.

**Public Comment:** None

**Reports:**

**Chairman:** Mary Warde reported that the Charter change is waiting for final approval. It should be on the Governor's desk in a few weeks.

**Library Director:** See Report.

- Ginny reported that Assistive Technology Coordinator Carla Burke received the 2016 Bay State Council of the Blind Award for Outstanding Service. Congratulations Carla.
- Ginny passed around a handout from MBLC outlining the proposed cuts to State Aid to Public Libraries and the effect the reduction will have on patron services.
- Ginny is working on the Request for Qualifications for Architectural Services for the work to be done on the library exterior.

**Building and Grounds Committee:**

- JoAnne Brown reported eight of the stools for the Children's room have been reupholstered.
- JoAnne received a written quote for the Children's Room furniture from W.B. Mason.

**Old Business:**

- Ginny reported that The CPC voted to re-consider the Trustee's request for the library exterior preservation and restoration project and then voted to approve the \$540,000 in new funds. Combined with the \$38,656 remaining in previously approved CPC funds, the architects estimate this should be sufficient to complete the exterior work.
- William Crowell made a motion to withdraw the Trustees' Article for the May 2016 Annual Town Meeting Warrant based on the February 11, 2016 CPC vote to approve \$540,000 in new funds for the library exterior preservation and restoration project. Ann Emerson seconded. The motion carried by unanimous vote.

**Upcoming Meetings:**

- Next Trustee meeting-Wed. April 13, 2016 @ 7:00pm (Brooks Free Library)
- Annual and Special Town Meeting-May 2 and 3, 2016
- MA Library Association Conference-May 16-18, 2016 ( Hyannis)

**Adjournment:** JoAnne Brown made a motion to adjourn the meeting. William Crowell seconded. The motion carried by unanimous vote. The meeting adjourned at 8:35 P.M.

Respectfully submitted,

Kathleen Remillard, Secretary  
Trustee Brooks Free Library

## Library Director's Report April 6 2016

### Personnel:

I returned this week from two weeks of medical leave. Everything went smoothly while I was out, which is a credit to our well trained and professional staff. Special recognition is due to Assistant Director Emily Milan who did a wonderful job in my absence.

### Mass. Library Association Annual Conference

The MLA conference will be held May 16-18 at the Resort and Conference Center in Hyannis. The schedule of workshops is 19 pages so I haven't included it as part of your packet but we'll email it to you separately in case you're interested in attending any of the workshops. (The schedule is also available online at <http://www.masslib.org/Conference-Agenda>.) Our staff members are presenting a workshop "Providing Assistive Technology Is Not Enough" about how libraries can create an instructional program to teach people with vision loss to use assistive technology, scheduled for Monday, May 16 at 2:45 pm.

### Funding for the Preservation Work on the Exterior

As I reported to you at your March 9<sup>th</sup> meeting, I obtained a sample Request for Qualifications for the procurement for the architectural services and added language modifying it to make it more specific to our project, i.e. to ensure that the winning bidder has substantial experience with historic preservation projects on wooden sided structures experiencing paint failure, and forwarded the draft to Town officials who will be involved in the procurement and oversight of the project. I followed up on March 16 with an email checking on the status. On March 31<sup>st</sup> I received a reply from the Facilities Manager that he and the Town Engineer have reviewed the draft and that the Town Engineer will finalize it and get back to us shortly.

### Circulation:

15,006 items were checked out here in March, an increase of 10.6% over March 2015. At 16,460 our item circulation (check-out of Brooks Free Library items both here and at other CLAMS libraries) was up 8.0%. These numbers are even more impressive when compared to the system-wide circulation in CLAMS, which was down 4.7% from March 2015.

Year-to-date circulation is still lagging due to the prolonged closure last fall for the electrical problems, but as our monthly circulation numbers continue to be an increase over last year, we are slowly closing the gap. When I reported on the 6 month year-to-date circulation in January, we were down 9,510 items (8.3%) from FY15. At the end of March,  $\frac{3}{4}$  of the way through this fiscal year, we have decreased that amount, so the number of physical items checked out is now down 6,602 items (4.6%).

The number of eBooks and eAudio checked out through Overdrive continues to increase. At the end of December use of Overdrive had increased 17% of FY15. At the end of March, the number of Overdrive eBook and eAudio checked out by our patrons is up 35%.

### FY16 Expenditures:

The spreadsheet of year-to-date expenditures through March 31<sup>st</sup> is included in your packet.

Respectfully submitted,

Virginia A. Hewitt  
Library Director

FY16 Budget Balances

3.31.2016

AREA OF EXPENDITURE	Appropriated Amt	Spent	Remaining Balance	Percent Spent
Advertising	\$160.00	\$52.00	\$108.00	33%
Dues, Subs & Travel	\$2,625.00	\$1,271.97	\$1,353.03	48%
Electric	\$32,795.00	\$21,106.57	\$11,688.43	64%
Maintenance & Repair	\$56,382.00	\$34,990.51	\$21,391.49	62%
Library Supplies	\$13,250.00	\$4,078.12	\$9,171.88	31%
Educational Supplies	\$140,867.00	\$97,817.47	\$43,049.53	69%
Gas	\$17,076.00	\$6,351.23	\$10,724.77	37%
Office Supplies	\$4,300.00	\$4,540.28	-\$240.28	106%
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	\$211,819.37	\$100,523.63	68%
Wages & Salaries	\$574,544.69	\$387,904.84	\$186,639.85	68%
<b>TOTAL</b>	<b>\$886,887.69</b>	<b>\$599,724.21</b>	<b>\$287,163.48</b>	<b>68%</b>

Assistant Director's Report  
April 4, 2016

Projects for the coming month include enabling and configuring the wireless printing option on our new print vending system. This option will allow patrons to send print jobs from their mobile devices (tablets, smartphones and laptops) via email to our print server. The goal is to have the wireless option enabled and configured by the end of April so we can test the system thoroughly before the summer rush begins. I will also be replacing the two oldest self-checkout stations before the summer rush. This is the final stage of my technology replacement plan that I began implementing in 2014.

I attended the Friends' March meeting where we discussed hosting a volunteer appreciation luncheon after their Annual meeting on June 16th. I also discussed with them their need for a computer workstation in the book sale room. I was able to locate an older workstation that could be repurposed for their use and I installed it this month, along with a printer.

The March Fine Amnesty program was a huge success. We are still awaiting a final pick-up at which time I will be able to report exactly how many bins we donated. However, I can say with certainty that we matched our December donations and are likely to have exceeded the number of bins collected over the holidays! Many patrons appreciated the opportunity to participate again having been too busy to do so during the holiday rush.

On March 31<sup>st</sup> I attended a MIIA training hosted by the town. The training, Bringing out the Best in Employees, was moderated by Callie Ritter. Callie was extremely informative and engaging and I found the training to be very helpful. In speaking with Callie afterwards I learned that she offers a wide variety of trainings and I think it would be beneficial for us to consider having her come to a future staff training day.

This month Carla and I began an accessibility review of the statewide ebook platform Axis 360. We documented several issues that prevent users with vision loss from utilizing the application without assistance. These issues were reported to the steering committee via Jennifer Pickett, Reference Librarian and member of the committee. Brooks continues to see an increase in Axis 360 circulation stats. We were the highest circulating library in CLAMS both for the month of March and year to date.

Respectfully submitted,

Emily Milan

Acting Assistant Director

## Youth Services Report

03/30/16

### HES Math-related Board Game Presentation

I was invited to the Harwich Elementary School to talk to parents about using board games to promote mathematical thinking and number fact fluency. The program went very well, with about two dozen families attending. Both myself and the teachers present talked up the board games that the BFL offers for check out.

### MRMS Health and Wellness Community Resources Fair

We were invited to have a table as a Community Resource at the Middle School Health and Wellness Fair. This was the first annual fair, and attendance was not very high. I did have a few meaningful conversations with parents and teachers, however. It was also a good opportunity to position ourselves as a key feature of the community willing to work on topics and areas that are not necessarily closely linked in the public mind with libraries.

### Middle School Makers

A reporter from the Chronicle has been intrigued by our Middle School Maker challenge to build a cloud printer for the Maker's Faire at the end of April. She stopped by and interviewed children on March 29<sup>th</sup>, and has expressed interest in doing several follow-up interviews to watch the progression of the program. Since she wants to see the process in action she is unsure when the article will appear in the paper.

### Upcoming in April

April vacation is coming soon, with numerous special programs for children during the vacation week, including a magician/balloon twister, an engineering challenge, and cookie decorating. The Stuffed Animal Sleepover is a popular annual event that will be run with the help of our middle school volunteer group, the Teen Library Corps.

Respectfully submitted,

Ann Carpenter

Youth Services Librarian

Trustees Report  
Staff Librarian/Technical Services  
April 7, 2016

Commonwealth Catalog:

The number of items being requested and sent out in the Commonwealth Catalog that had been going down for the past three months has picked up a bit in the month of March. Our patrons requested 104 items, 39 over the 65 that were requested in February. Of the 104 requested, 78 were filled and sent to our patrons. This is a fill rate to us of approximately 75%. We supplied 21 of the 22 items requested we send to libraries outside of the CLAMS system in March representing a slight increase over the 19 in February. This is a fill rate by us of approximately 95%. We do make it a point to ship everything requested of us unless there are holds on the item or it is already checked out.

Periodicals:

Jennifer and Ann had reassessed the periodical collection during the last bid process and discontinued 11 adult magazines and 3 youth or parenting titles. (The bid process happens once a year starting in August or September.) Most of them have stopped arriving and we have removed them from the shelves and system. Janie Nikula-Dalton has helped to rearrange and relabel all of those remaining to eliminate the top shelves and make them more accessible to patrons. The Magazine Check-in Procedure has been updated this past month in the event that I am out and someone else needs to check them in.

Programming:

Our ongoing programs attendance in March was: Evening Book Group 11, Morning Book Group 3, Literary Dinners 8, Knit Lit averaged 14, Greatest Generation Book Group 12, Card Games 7, Board Games 9 and the Wednesday morning Writer's Group averaged 7. The new Evening Writers Group started by Senior Library Technician, Jack Sheedy, began meeting twice a month in March. There were 8 attendees on March 8 and 5 on March 22.

Attendance at library-sponsored special programs for adults in March included 12 for the Collage Workshop on Sat. March 5, 32 for local author Ingrid Stabins speaking on "Life in Germany During World War II" on Sat. March 19 and 6 for Postage Stamp Collecting on Sat. March 26.

The 6-week writing series led by Circulation Assistant Corey Farrenkopf began April 4 and got 13 attendees in spite of the snowy conditions. The demographics of the group was 2 men in their 20's, 1 man in his 30's and the rest were women between the ages of 45-70. They learned about concrete versus abstract language and how everyone has different perspectives so when writing, you need to create a clear vision for the reader as to what you, the writer sees in your mind. A syllabus for the series with topics and suggested readings is included in your packet.

As outreach, I have arranged with Melanie Bach at Pine Oaks to attend one of her Coffee Connections each month to provide a craft for residents and talk with them about programming and services that the library provides. In March I went to Phase 1 on a snowy day and made paper flowers with 2 individuals as well as Melanie. I plan to attend Phase 3 in early May to also make paper flowers. Melanie's job has changed with less of a focus on social activities for the residents therefore holding Coffee Clutch only once per month. As a result of this, we will reassess our continuance of programs such as this in the fall.

"First Sunday" program provided by the Friends of Brooks Free Library entitled "Clutter Control" with David Downs on March 6 had 35 attendees. Stephen Collins: Dramatic Readings of Shakespeare scheduled for April 3 at 2 pm. was rescheduled to April 10 due to wintry weather. On May 1 at 2:00 p.m., local musician, Cerise Bynoe will perform with the Charlie Jamieson Trio. Talented and soulful, Cerise shares powerful vocals backed by traditional jazz power trio Charlie Jamieson (piano), Rich Hill (bass), and Phil Vitali (drums). She sings in the style of Ella Fitzgerald, Billie Holiday, and Sarah Vaughn, but look also for Latin numbers (in Spanish), some R&B, and a taste of the Blues.

We will continue our regular programming in May including the Coloring Group, Card Games and Board Games but will discontinue them as of June as there are many competing activities in the summer both for the room and in other venues. We may add a few other programs before the May Program calendar is released.

The full program schedule is available on flyers at the Library and several community locations and on our website at [www.brooksfreelibrary.org](http://www.brooksfreelibrary.org).

Respectfully submitted,

Suzanne Martell

## Fiction 101 Syllabus

*I write entirely to find out what I'm thinking, what I'm looking at, what I see and what it means. What I want and what I fear. -Joan Didion*

### Overview

Instructors: Gabrielle Griffis and Corey Farrenkopf

Location: Brooks Free Library from 7 to 8 Monday Nights

April 4th- Concrete Language

April 11th- Big Mystery/Little Mystery

April 25th- Audience

May 9th- Character is Plot, Plot is Character

May 16th - Tone/Atmosphere/Theme

May 23rd - Kill Your Darlings: Editing/Publishing

Purpose: to learn the mechanics of narrative writing and create at least one complete work.

To create an inclusive community that provides constructive support and feedback on creative endeavors; to explore thinking about stories and the world more broadly in new and interesting ways, to add to our narratives, to develop new perspectives.

### Reading List

April 11th - Big Mystery/Little Mystery: "The Summer People" by Kelly Link

<http://blogs.wsj.com/speakeasy/2015/02/04/read-a-story-from-kelly-links-get-in-trouble/>

April 25th- Audience: "St. Lucy's Home for Girls Raised by Wolves" by Karen Russell

<http://cisyeo.pbworks.com/f/Girls+Raised+By+Wolves.pdf>

May 9th - Plot is Character, Character is Plot: "The Fall of the House of Usher"

<http://www.online-literature.com/poe/31/>

May 16th - Tone/Atmosphere: "To Build a Fire" by Jack London

<http://www.jacklondon.net/buildafire.html>

May 23rd - Kill Your Darlings: H.P. Lovecraft "The Shadow Over Innsmouth"

<http://www.hplovecraft.com/writings/texts/fiction/soi.aspx>