

Brooks Free Library Board of Trustees

Wednesday, May 11, 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 March 9, 2016 Regular and Executive session
 3. Public Comment
 4. 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
 5. Correspondence:
 6. Old Business:
 - A. FY17 Budget Request
 7. New Business:
 - A. Vote to Accept Donations
 - B. Vote to declare furniture surplus
- Upcoming Meetings
- A. Next Trustees meeting – June 8, 2016
 - B. 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

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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 May 6 2016

Personnel:

No formal agreement between management and the union has been signed yet regarding proposed changes to the Assistant Director's job description. In the meantime, it was recommended that we begin the recruitment process to fill the Staff Librarian for Technology. The internal posting closes on May 10. If there are no qualified internal applicants the position will then be posted for external applicants to apply.

Preservation Work on the Exterior

The article providing CPC funding for the exterior preservation work on the historic parts of the building passed at Town Meeting with any debate.

There has been progress on the procurement for the architectural firm to develop the specifications and oversee construction since my last report. We are waiting for the Town Engineer to finalize the specifications and qualifications for the architect's contract and to determine what procurement method is appropriate.

Furniture update:

The order for new tables, chairs and bench seating for the Doane Room was placed in April and the furniture should be here sometime in May.

We are also in the process of ordering the long-discussed and much needed new tables for the Thornton Room. We often re-set the meeting room two to three times a day after the custodian has left, so it will be wonderful to have these tables that are on casters and can be wheeled to the side of the room. The tabletops flip up when not in use so that they can "nest" together for storage. Not only will this make rearranging the room so much easier, it will prevent the damage to the carpet that's caused when one person has to drag the tables into position by themselves.

Circulation:

15,933 items were checked out in April, an increase of 2.8% over April 2015. This continues a positive trend in recent months and is also positive news since consortium-wide in CLAMS circulation of physical items was down 0.7% in April.

FY16 Expenditures:

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

Respectfully submitted,

Virginia A. Hewitt
Library Director

FY16 Budget Balances
4.30.2016

AREA OF EXPENDITURE	Appropriated Amt	Spent	Remaining Balance	Percent Spent
Advertising	\$160.00	\$52.00	\$108.00	33%
Dues, Subs & Travel	\$2,625.00	\$1,459.12	\$1,165.88	56%
Electric	\$32,795.00	\$23,301.78	\$9,493.22	71%
Maintenance & Repair	\$56,382.00	\$37,212.57	\$19,169.43	66%
Library Supplies	\$13,250.00	\$5,396.17	\$7,853.83	41%
Educational Supplies	\$140,867.00	\$111,437.44	\$29,429.56	79%
Gas	\$17,076.00	\$7,937.96	\$9,138.04	46%
Office Supplies	\$4,300.00	\$4,601.23	-\$301.23	107%
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	\$233,009.49	\$79,333.51	75%
Wages & Salaries	\$574,544.69	\$437,490.04	\$137,054.65	76%
TOTAL	\$886,887.69	\$670,499.53	\$216,388.16	76%

Assistant Director's Report
May 5, 2016

Community

This past month I attended the Lions Club dinner with Assistive Technology Coordinator, Carla Burke, where we were honored to accept a generous donation from the Lions. Their continued support is greatly appreciated. I also had the opportunity to attend the annual pre-Town Meeting dinner hosted by the Chamber of Commerce, where we heard from several Department Heads about several articles on this year's town warrant.

Technology

On the technology front, after exploring alternatives to our Windows-based public internet computers, Reference Librarian Jennifer Pickett and I have decided to replace our current adult public computers with a Linux-based system. We will be purchasing and installing a system called Useful. Useful deploys multiple workstations using one server computer. The user stations require less hardware and the operating system offers fully integrated options such as session timing, updates, automatic shut down and security features which are currently provided by Public Web Browser and Deep Freeze. Because these features are integrated we anticipate a huge savings in staff time related to a decrease in troubleshooting, maintenance and configuration. We will be replacing the 5 internet computers and the 5 catalog computers with Useful stations prior to the summer rush. Our goal is to have them installed and ready to go by June 15th. Because the workstation deployment is "cloud based," Jennifer and I will be able to begin programming and customizing our workstations before the hardware even arrives.

MLA Conference

On Monday, May 16th, Carla Burke, Joanne Clingan and I will be presenting a workshop at the Massachusetts Library Association's annual conference in Hyannis. The workshop is titled "Providing Assistive Technology Is Not Enough" and will offer attendees the framework on which to develop their own VITAL program. Having seen the benefit that our VITAL program offers to our community, patrons and staff, I am quite enthusiastic about sharing this information with other libraries.

Volunteer Appreciation

The Volunteer Appreciation lunch is scheduled for June 16th and invitation will go out to our list of volunteers by May 15th. We plan on inviting our volunteers to attend the Friends annual meeting and then stay for a reception and celebration afterwards.

Respectfully submitted,

Emily Milan

Acting Assistant Director

Youth Services Report

05/03/16

Stuffed Animal Sleepover

With help from our Teen Library Corps (a group of middle school volunteers) we put on a Stuffed Animal Sleepover during April vacation. Children brought in their stuffed animals and then the TLC and I, as well as Senior Library Technician Carey Sims, took pictures of the animals. These pictures were organized into a slideshow the next day. Despite being hampered by a very small drop-off window for elementary school students (an unavoidable problem for that date), we had 26 participants.

April Vacation

There were numerous special programs during April vacation week including a magician/balloon twister, an engineering challenge, cookie decorating, and the aforementioned Stuffed Animal Sleepover. Overall, 294 people attended programs during the April vacation week.

Summer Reading School Collaboration

The Harwich Elementary School and Monomoy Regional High School have both approached the library about collaborating with their summer reading programs. The MRHS is moving to a new summer reading approach where students choose what books they would like to read and then meet in the fall in small book discussion groups. They have asked the library to assist them. Both I and Acting Assistant Director Emily Milan have signed up to run book groups.

The Harwich Elementary School is going to officially collaborate with the library for the summer reading program. All of the students at HES will be encouraged to keep track of their summer reading through the BFL summer reading program. The library will share the data resulting from our summer reading software with the school in the fall. The HES PTO will be funding our prizes during the summer.

Jane Addams Children's Book Award Committee

This was my third and last year as co-chair of the Jane Addams Children's Book Award Committee, a national book award. The final list of winners was posted on April 25th. I will be flying to Wisconsin in the middle of May to attend a conference of past and present committee chairs to discuss possible changes and refinements to the award criteria.

Upcoming in May

The library is collaborating with the Early Childhood Council and Francie Joseph to host the event Celebration of the Young Child in Harwich at the end of May. The library is funding the Cape Cod African Dance and Drum group to perform at Brooks Park as part of the celebrations on Saturday, May 21st.

Respectfully submitted,

Ann Carpenter, Youth Services Librarian