

Brooks Free Library Board of Trustees

Wednesday November 2, 2022 at 7pm

Thornton Room, Brooks Free Library

739 Main Street, Harwich, MA 02645

MINUTES

1. Call to Order/Attendance: The Vice Chair called the meeting to order at 7:00 pm. Present were B. Waystack, J. Wheeler, J. McCarty and K. Remillard. Also present Library Director Hewitt, Board of Selectmen Liaison Larry Ballentine and Finance Committee member Dan Tworek.
2. Vote to Approve Minutes of October 5, 2022 Trustees Meeting
Motion: J McCarty Second: J. Wheeler
Passed.
3. Public Comment: Lynn Budell from the Friends of the Brooks Free Library thanked Director Hewitt and library staff for all the crucial work they do for the residents of Harwich. The Trustees expressed their gratitude for everything the Friends do to support the library
4. Reports:
 - A. Chair-none.
 - B. Library Director- in addition to her written report, Hewitt reported that she submitted a press release for the library's job postings. Unfortunately, it did not get published. Also, the Community Center is considering adding computers for public use and plans to visit the library to see how it is done.
 - C. Assistant Library Director- position vacant.
 - D. Review of Other Staff Reports or Information in Meeting Packet- Several Trustees commented on the work Suzanne Martell, Staff Librarian/Technical Services, has been doing to keep library services running smoothly.
 - E. Building and Grounds Committee- none
 - F. Liaison from the Board of Selectmen- none
5. Correspondence:
 - A. Director Hewitt shared an e-mail from Facilities Maintenance Manager Sean Libby regarding the library roof contract stating "funds could not be found to support the amount over the article." Going forward he will be add the additional funding needed to the Facilities Maintenance Capital Plan request for FY24.
6. Old Business:
 - A. Status of Recruitment Efforts for Staff Librarian and Senior Library Technicians- See Library Director's Report.
 - B. October 24th Annual Meeting with Board of Selectmen- Chair L. Cebula made a few brief comments as the Selectmen have a written copy of the Trustees Annual Report. Chairman M. MacAskill thanked the Library for providing excellent services to the residents of Harwich.

7. New Business:

- A. Visit from Finance Committee Member Dan Tworek- Mr. Tworek introduced himself to the Trustees and gave a brief overview of the Committee's responsibilities such as reviewing spending plans of town departments. He reminded everyone that the Strategic Plan is on the Town's website
- B. FY24-FY28 Capital Plan- Review of the Library Capital Plan requests will be Monday November 14th at 10:00 am in the Griffin Room at Town Hall.
- C. Vote to Accept Monetary Donations- None

8. Trustee Reports and Requests for Next Meeting's Agenda – No Requests

9. Up Coming Meetings/Events:

- A. Review of the Library Capital Plan Requests – Mon., Nov. 14, 2022- 10 am
- B. Library Board of Trustees- Wed., Dec. 7, 2022- 7pm
- C. Library Board of Trustees- Wed., Jan. 4, 2023- 7 pm

There being no further business, the Vice Chair called for a motion to adjourn.

Motion: J. Wheeler Second: J. McCarty Passed unanimously

The Meeting was adjourned at 7:35 pm.

Respectfully Submitted,



Kathleen Remillard