

Brooks Free Library Board of Trustees
Wed. Dec 7, 2022 at 7 pm
739 Main St., Harwich MA 02645

MINUTES

1. Call to order/Attendance-7:05pm not present B. Waystack, K. Remillard. Present were J. Brown, L. Cebula, W.Crowell, J. McCarty, J. Wheeler, Library Director G. Hewitt, Barbara Howard and Brian Callow, Senior Vice Presidents and Relationship Managers from Rockland Trust.
2. Annual Meeting with Rockland Trust regarding trust funds – discussion and possible vote.
B. Howard and B. Callow presented a financial report on the status of the Brooks Free Library Trust funds.
3. Vote to approve Minutes of Nov.2, 2022 Trustees Meeting
Motion : J. McCarty Second: J. Wheeler Passed unanimously
4. Public Comment – none
5. Reports
 - A. Chair – none
 - B. Library Director – in addition to her written report, Hewitt reported that she has had two interviews with candidates for the staff librarian position and both were very good. Also – circulation continues to increase to pre-pandemic levels.
 - C. Review of Staff Reports and Other Information in Meeting Packet – Sue Jussell (Town Nurse) is impressed with our new equipment and aids for Daily Living and Dementia. She will inform the COA and the Friends of the COA. We will need a different system for loaning these materials and they will begin to circulate this year.
 - D. Building & Grounds – J. Wheeler will make sure that the wreaths are up for Christmas.
 - E. Liaison from Board of Selectmen – None
6. Correspondence
 - A. None
7. Old Business
 - A. Update on the FY24 BUDGET – None so far

- B. Staff Survey - The consensus of the Board is that these surveys would come to the Board beginning in March.
8. New Business
- A. Open Hours on Christmas Eve & New Year's Eve – discussion – We will be open 10 to 1.
- B. One day closure on Jan. 24th for Training for the new Integrated Library System – discussion and possible vote.
Motion: W Crowell Second: J. Wheeler Passed unanimously
- C. Vote to accept Monetary Donations of \$1100.
Motion: J. Brown Second: J. Wheeler Passed unanimously
9. Trustee Reports and Requests for next Meeting's Agenda
- A. J.Wheeler & J. McCarty will arrange for Staff Appreciation with Stage Stop Chocolate.
- B. W. Crowell related a kind and useful interaction with Emily Milan and a student interested in a career in libraries.
10. Upcoming Meetings/Events
- A. Library Board of Trustees – Wed., Jan 4, 2023 - 7 pm
- B. Library Board of Trustees – Wed., Feb 1, 2023 - 7 pm
- C. Library Board of Trustees – Wed., March 1, 2023 - 7 pm
- D. Board of Selectmen/Finance Committee Budget Hearings – Sat., March 4, 2023
11. There being no further business Chair L. Cebula called for the meeting to be adjourned.
Motion: W. Crowell Second: J. Wheeler Passed Unanimously
The meeting was adjourned at 8:28pm

Respectfully Submitted,

JoAnne Brown

