

**Brooks Free Library Board of Trustees**  
**Wed. June 7, 2023 at 7 pm**  
**739 Main St., Harwich MA 02645**

**Minutes**

1. Call to order/Attendance - 7:04 pm  
Present were L. Cebula, J. McCarty, K. Remillard. B. Waystack and J. Wheeler  
Also present were Library Director G. Hewitt  
W. Crowell was at a Planning Board meeting. He joined us at 8pm  
J. Brown has not been sworn in but will take minutes. She will not vote
2. Vote to approve Minutes of May 3, 2023 Meeting -  
Motion: J.McCarty Second: J. Wheeler Passed unanimously
3. Public Comment – None
4. Reports
  - A. Chair – We do not have any new information about our Town email addresses
  - B. Library Director –  
Jennifer is the temporary Assistant Director  
Ginny's new schedule is Tues-Sat for now  
Changes in Town Technology - hope to have phone changes complete by the end of July. It has been a very tough transition.  
A Request for Reconsideration of a book was received and Jamie responded to the request and did a good job. Ginny would like to see a few changes in wording to our policy - it was a good exercise in how to handle this kind of request. We have a good process in place.
  - C. The staff Reports are in the meeting packet.
  - D. Building & Grounds – J. Wheeler spoke with Sean and went over her list of building concerns. Regarding the sidewalk - Chris Nickerson and the state are working on that. Sean told her the schedule for the custodian for the Library. Ginny also spoke with Sean about the custodian situation. Ginny and Jeannie are not satisfied with our coverage. The custodian is barely getting the trash and the restrooms taken care of. He says all departments are part-time - only the Community Center has a full time custodian. Part time is 2-4 hours but it is not evenly divided throughout the week. He said that he needs to know how long they are here. Ginny needs to know when we have a custodian working in the building. She wants a list of what she wants done each day.
  - E. Liaison from Board of Selectmen - not present
5. Correspondence - none
6. Old Business  

The Board made suggestions for the response to the staff survey. L. Cebula and B. Waystack composed a letter considering those suggestions. The Board reviewed the letter and it will be sent to the staff.

7. New Business

- A. Vote to Accept Monetary Donations – None
- B. Vote to Declare Items Surplus  
Motion: J. McCarty    Seconded: J. Wheeler    passed unanimously

**Ginny has left the meeting**

- C. Director's Evaluation - Kathleen will put our opinions into a proper Evaluation with Ginny's goals as stated in the evaluation summary that L. Cebula and B. Waystack compiled from our notes and sent to us.
- D. Reorganization of the Board
  - L. Cebula          Chair
  - J. Brown          Vice Chair
  - W. Crowell        Treasurer
  - B. Waystack       Recording sec

Motion: J. McCarthy      Second: J. Wheeler      passed unanimously

Building & Grounds    J. Wheeler

8. Trustee Reports and Requests for next Meeting's Agenda - none

Kathleen will ask Ginny if Staff appreciation would work in the next few weeks  
Jeannie will help to coordinate this

9. Upcoming Meetings/Events

- A. Library Board of Trustees – Wed, August 2, 2023 - 7 pm

- 10. There being no further business Chair L. Cebula called for the meeting to be adjourned at 8:36 pm  
Motion: J. McCarthy      Second: J. Wheeler      Passed Unanimously

Respectfully Submitted,

JoAnne Brown

***Minutes approved at the Brooks Free Library Board of Trustees Meeting on Wednesday, August 2, 2023***