

Brooks Free Library Board of Trustees
Wed. August 3, 2022 at 7pm
739 Main St., Harwich MA 02645

Minutes
Approved September 7, 2022

1. Call to Order/Attendance: Chair called the meeting to order at 7:02 pm. Present were L. Cebula, K. Remillard, B. Waystack, J. Brown and J. Wheeler. W. Crowell arrived at 7:10 and J. McCarty arrived at 7:12 during the Directors' report. Board of Selectmen Liaison Ballantine, Library Director Hewitt and Assistant Director Milan were also present.
2. Vote to Approve Minutes of July 6, 2022 Trustees Meeting
Motion: B. Waystack Second: J. Wheeler Passed unanimously.
3. Public Comment
4. Reports:
 - A. Chair - Chair Cebula noted that we have submitted a support ticket requesting a Board of Trustees email from Barnstable County IT and will provide an update when that email has been created. She also reported having attended, along with several other Board members and staff, an Open meeting Law training provided by Town Administration and K.P. Law.
 - B. Library Director- V. Hewitt provided followup on a personnel question previously posed by the Board. After no response, she spoke to Town Administration. The Board discussed next steps for rectifying the issue and provided direction for Hewitt to prepare documentation to initiate formal submission directly from the Trustees. V. Hewitt also noted that a preliminary budget is due on August 31st. This compressed time frame means that the preliminary budget will be submitted prior to the next board meeting. Consensus was for Hewitt to submit a preliminary budget with proposed organizational changes included. In September the preliminary budget will be reviewed and adjusted based on Board vote. Hewitt also noted that the preliminary Capital Plan submissions are also due by August 31st. The Director discussed the possibility of needing to submit a request to move the air conditioning project up in the plan due to the continuing issues with humidity in the building resulting in a high risk for mold. Hewitt was directed to submit the Capital Plan request for an early year of the plan so that Town officials are aware of the seriousness of the situation. The Trustees will review and approve the preliminary submission at their Sept. meeting. Also discussed were the timeline for the vote and implementation of a new integrated Library System. Finally Hewitt shared that July circulation statistics were approximately 1000 higher than FY19, last "normal year".
 - C. Assistant Director- In addition to the written report. Milan shared that Senior Library Technician Joanel Clingan was offered and accepted a full time position at the Brewster Ladies Library. Her last day will be August 8th. J. Clingan has been on staff for 15 years and performs many of the higher level circulation functions. The resulting vacancy will leave quite a hole in the circulation team. Milan also indicated that she is making progress on the ARIS and is confident that it will be completed well ahead of the deadline.

- D. Review of Other Staff Reports or Information in Meeting Packet- L. Ballantine asked about the marked increase in youth volunteers referenced in Youth Services Librarian Ann Carpenter's report inquiring as to the suspected cause for such an increase. Both Hewitt and Milan indicated that this increase is likely a result of Carpenter's outreach efforts in the middle school community and the strong ties created with library users. V. Hewitt also mentioned that Carpenter recently served on the Harwich Elementary School Principal interview committee.
 - E. Building & Grounds Committee- J. Wheeler noted that she has a call in to Facilities Manager S. Libby for an update on the bid opening for the roof replacement project. V. Hewitt mentioned two facility-related matters noting that we are on the Harwich Accessibility Rights Committee agenda for August 9th. She indicated that this likely relates to a potential American Library Association grant for which we are not eligible. She will attend the meeting to share more details with the committee. The second issue related to the environmental monitoring software recently installed which measures humidity, temperature and light. As discussed earlier in the meeting, the current recorded trends indicate the mold risk is high which is concerning.
 - F. Liaison from Board of Selectmen- L. Ballantine shared that a Special Town Meeting will be held on Sept. 27th to address two items. The first being a budget surplus of \$700,000 resulting from changes to the Monomoy Regional School District Agreement which will be reallocated. The second being the approval of several sites in town for use in implementing the Comprehensive Wastewater Management Plan. He noted that Monday, August 8th will be the last Board of Selectmen's meeting in which proposals for STM warrant articles can be discussed.
- 5. Correspondence- none
 - 6. Old Business
 - A. Library Director's Performance Evaluation- Chair reports that the Director's evaluation has been reviewed and signed.
 - 7. New Business
 - A. Vote to Accept Monetary Donations- none
 - B. Review and Discuss Proposed Staff Evaluation Documentation- reviewed and discussed proposed Library Assistant evaluation. The Board feedback was positive with no suggestions for improvement. A complete packet of evaluation materials for all categories of employees will be submitted by the Assistant Director over the course of the next several meetings.
 - 8. Trustee Reports and Requests for Next Meeting's Agenda- There were no requests for future meetings. J. Brown did reiterate the many strengths of Youth Services Librarian Ann Carpenter and the value she adds to the community as a whole. Brown also thanked Cebula for taking on the position of Chair and the Board thanked Brown for her previous years of service as Chair.
 - 9. Upcoming Meetings/Events
 - A. Library Board of Trustees – Wed., September 7, 2022 - 7 pm

- B. Special Town Meeting - Tues., September 27, 2022 - 6 pm
- C. Library Board of Trustees – Wed., October 5, 2022 - 7 pm

There being no further business, the Chair called for a motion to adjourn. The meeting was adjourned at 7:57 pm.

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

Respectfully Submitted,



Emily Milan
Assistant Director