

## Brooks Free Library Board of Trustees

Wed., Aug. 14, 2019

Thornton Room, Brooks Free Library

739 Main St., Harwich MA 02645

### Minutes

#### 1. Call to Order/Attendance

Chairman Mary Warde called the meeting to order at 7:05 pm. Trustees JoAnne Brown, William Crowell, Joan McCarty, Kathleen Remillard, Bernadette Waystack, Jeannie Wheeler and Library Director Virginia Hewitt were in attendance.

#### 2. Reorganization of the Board

This item was inadvertently left on the Agenda from the prior meeting on June 19, 2019 when the Board reorganized. No action was taken.

#### 3. Approval of Minutes of June 19, 2019

Approval of Minutes was deferred until the next meeting to correct typographical errors.

#### 4. Public Comment

No members of the public were present.

#### 5. Reports:

##### A. Chair

Mary Warde discussed the Director's FY20 goals, noting that the Trustees may re-evaluate and change the goals at any point during the year if other priorities arise. Copies were distributed.

The Capital Plan and CPC submission deadlines were briefly discussed. It was noted that the only project the Library has on the Capital Plan that is the responsibility of the Library is the project for interior modifications. Facilities projects for the Library, such as replacement of the roof, boiler system upgrades, etc. are the responsibility of the Dept. of Public Works' Facilities Division so they submit Capital Plan and other funding requests and oversee the projects when funded. No new submissions are proposed for the Capital Plan or for CPC funding.

##### B. Library Director

The Director reviewed her report and provided the following additional information:

- FY20 ARIS report, which contains information on Library services for FY19, is complete and has been submitted to the Mass. Board of Library Commissions. The Director distributed a statistics spreadsheet for Library operations and services. She noted that the historic Town Reports from 1866 through 2017, digitized by the Digital Commonwealth and now posted online, were viewed 2928 times in the first six months they were available (Jan. to June 2019). She also noted the image edition of the Cape Cod Times available through our Newsbank subscription since Jan. 2019, has also been extremely popular, with 7386 documents viewed compared to 1000-2000 views for the full year in prior years.
- The July 23<sup>rd</sup> tornado and Library response The Library Director emphasized how staff members responded exceptionally well, ensuring a calm and secure environment during the tornado itself, where patrons in our meeting room did not realize a tornado was passing very close to us. Several Trustees mentioned compliments they've received from the public about the Library opening additional hours and that they appreciated information they received on the status of recovery efforts from the Library's social media updates. The failure of the Town phone system for days, which includes the Library, was also discussed and the concern that created since fire and



security alarms would not be conveyed to Public Safety so they could respond. The lack of information from the Town made it difficult to inform the public and respond to their questions. The Library Director noted an Emergency Management Team after-action meeting was scheduled to meet the next morning and she indicated she would relay those concerns.

- Strategic Plan – The Library Director noted that the volume of summer activity has hindered the staff's ability to move forward but they'll gather and share information on suggested planning models and revised state requirements with the steering committee. The committee is not expected to meet until the fall.
- Cranberry Festival – The Library Director reported that now that Cranberry Festival has moved from Brooks Park to the Community Center she was not requesting that the Library be closed on Sat. Sept. 14<sup>th</sup>. Based on our experience last year we do not expect the same parking problems where drivers would block others in, etc. that lead to the Library being closed on that Saturday. Many people will avoid Harwich Center that day due to traffic concerns so we expect the volume of activity to be lower than a normal Saturday, but the Library will be open.
- Rogers groups project –New town procurement procedures require review by Assistant Town Administrator and Town Engineer before solicitation of quotes. A backlog exists and the Library Director reported she has not had time this summer to finalize the professional certification requirements for the conservator before submitting the solicitation for review.
- The Library Director reported on potential staffing changes as several staff members have indicated they may relocate in the coming year. She expects to spend some time reviewing the organizational structure/allocation of duties and responsibilities to positions this fall to be prepared for these potential openings.
- Flash drives were distributed to Trustees containing all approved policies as well as other information such as the current Organization Chart, guidance from the Mass. Board of Library Commissioners for Library Trustees, etc.

C. Building & Grounds Committee

The Building and Grounds Co-chairs JoAnne Brown and Jeannie Wheeler discussed the June 30<sup>th</sup> Preservation Celebration, which was extremely successful. They were presented with arrangements of house plants as a token of appreciation for their work advocating for this project. Board members noted how fortunate we were that scaffolding was not still up around the building when the tornado occurred as the building surely would have sustained damage.

D. Liaison from Board of Selectmen – no report

E. Friends of Brooks Free Library – no report

6. Correspondence - none

7. Old Business:

- A. Update on Strategic Plan - The steering committee will not meet until the fall.
- B. Update on Town Insurance Requirements for Goods and Service Contracts - No new information has been provided in response to concerns raised.

8. New Business:



A. Review of actions taken during July 23, 2019 Tornado Emergency and discussion re: role of Library in response and recovery - The Trustees did not have additional concerns or questions beyond what had already been discussed.

B. Vote to Accept Donations - The Board was very appreciative of this generous donation which was deposited into the Library's Gift Account.

**Motion:** To accept the gift of \$5000 from the estate of Daris E. Keeler (M: Joan McCarty, s: Jeannie Wheeler. Unanimously approved.

C. Vote to designate Trustees with Signing Authority

**Motion:** To designate the Joan McCarty, Jeannie Wheeler, JoAnne Brown and Mary Warde to sign payroll, invoices and personnel actions for FY20 with the proviso that if none of these Trustees are available any Trustee may sign. (m: JoAnne Brown, s: Jeannie Wheeler) Approved unanimously.

D. Request for FY20 Meeting Room Use - The Board reviewed the Meeting Room request from the Cape Cod Viewfinders to meet on the first and third Wednesday evenings of the month and several additional dates.

**Motion:** to approve the use of the Meeting Room by the Cape Cod Viewfinders as specified in their written application. (m: Bernadette Waystack, s: Jeannie Wheeler. Unanimously approved.

8. Trustee Williams Crowell left the meeting at 7:58 pm.

9. Trustee Reports and Requests for Next Meeting's Agenda - None.

10. Upcoming Meetings/Events

The Selectmen's Annual Meeting with Non-Resident Taxpayers - Mon. August 12, 2019, 6:30 PM at Town Hall occurred before Trustees meeting. Trustees were reminded of the next two meeting dates on Sept. 11 and October 9<sup>th</sup> at 7 pm.

10. Adjournment

**Motion** to adjourn (m: Joan McCarty, s: JoAnne Brown) Unanimously approved. The meeting adjourned at 8:07 pm.

Respectfully submitted,



Virginia A. Hewitt