

Minutes
Brooks Free Library Board of Trustees

Wednesday August 12, 2015
Thornton Room, Brooks Free Library
739 Main Street, Harwich, MA 02645

Call to Order: The meeting was called to order by Chair Mary Warde at 7:06 P.M. Present were Mary Warde, Jeannie Wheeler, Joan McCarty, Ann Emerson, Kathleen Remillard and Library Director, Virginia Hewitt.

Executive Session: Joan McCarty made a motion to enter Executive Session pursuant to M.G.L. c.30A, § 21 (a)(3) to discuss strategy with respect to collective bargaining if an open meeting may have a detrimental effect on the bargaining position of the public body and will reconvene in Open Session. Jeannie Wheeler seconded. Roll call: Jeannie Wheeler yea, Ann Emerson yea, Joan McCarty yea, Mary Warde yea and Kathleen Remillard yea. Motion carried by unanimous vote.

The regular meeting of the Trustees of the Brooks Free Library reconvened at 7:41 pm

Approval of Minutes: Joan McCarty made a motion to accept the July 8, 2015 minutes. Ann Emerson seconded. The motion carried unanimous vote.

Reports:

Library Director:

- Joy Buhler has been hired as a substitute. Carla Burke attended a reception at the Massachusetts Commission for the Blind. The Commissioner will be at the library on September 22nd to give an overview of the VITAL Program Training.
- CPC funded study showed restorations to the library exterior will cost close to \$800,000. On August 27th the Library Director and the Building and Grounds Committee will meet with Town Administrator, Town Facilities Manager, Town Engineer and members of the Capital Outlay Committee, Finance Committee, Community Preservation Committee, Historic District/Historical Commission and Board of Selectmen for a public presentation by McGinley Kaslow Associates on the results of their Historic Preservation Assessment of the Library Exterior.
- There will be a second fire evacuation training for the staff to cover items missed in the first training session.
- Sean Libby does not have a date for electrical work to be done. \$20,000 has been encumbered.

Building and Grounds:

- Jeannie Wheeler showed the Trustees pictures of the chairs they are interested in for the Children's Room and fabric samples for covering the stools.

Correspondence:

- Harwich Cultural Council made a written request for continued use of the Thornton Room. Kathleen Remillard made a motion to approve additional meetings in October/November 2015 depending on room availability. Jeannie Wheeler seconded. The motion carried by unanimous vote.

Old Business:

- Chair Mary Warde reported the Lang Fund currently at Infinex at the Cape Cod 5 will now be fee based and that Treasurer William Crowell suggested the fund be moved to the Trust Department at Rockland Trust in Orleans, MA. Jeannie Wheeler made a motion to authorize Treasurer William Crowell to move the Lang Fund from Infinex at the Cape Cod 5 to the Trust Department at Rockland Trust. Ann Emerson seconded. The motion carried by unanimous vote.
- Chair Mary Warde has not had time to complete the Library Director's evaluation. She will have it ready for the Board's September meeting.
- Staff Appreciation will be the week of August 24th. Each Board member will bring food for the staff. Please sign-up for a day with Jeannie Wheeler.

New Business:

- Joan McCarty made a motion to close the library on September 19, 2015 for Harwich Cranberry Festival Music and Arts Fair. Ann Emerson seconded. The motion carried by unanimous vote.

Upcoming Meetings:

- McGinley Kaslow Presentation-Historic Preservation Assessment of Library Exterior August 27, 2015 @ 4:00 P.M.
- Next Trustees meeting Wednesday September 9, 2015 at 7:00 P.M.

Chair Mary Warde noted that there is a clerical error on the agenda listing a second Executive Session at the end of the meeting agenda. A second Executive Session was not held.

Adjournment: Joan McCarty made a motion to adjourn the regular meeting of the Brooks Library Trustees. Ann Emerson seconded. The motion carried by unanimous vote. The meeting was adjourned at 8:35 P.M.

Respectfully,



Kathleen Remillard, Secretary
Brooks Free Library Trustee