

Brooks Free Library Board of Trustees

Wed., June 19, 2019

1st Floor, Brooks Free Library
739 Main St., Harwich MA 02645

Minutes

1. Call to Order/Attendance: Chair Mary Warde called the meeting to order at 7:01 p.m. In attendance were Selectman Liaison Stephen Ford, Bernadette Waystack, JoAnne Brown, Joan McCarty, Jeannie Wheeler, Library Director Ginny Hewitt, and Assistant Director Emily Milan. Bill Crowell and Kathleen Remillard were absent.
2. Reorganization of the Board: JoAnne Brown made a motion to organize the Board as follows: Mary Warde, Chair; Joan McCarty, Vice Chair, Bill Crowell, Treasurer; Kathleen Remillard, Corresponding Secretary; Jeannie Wheeler and JoAnne Brown, Building and Grounds, Bernadette Waystack, Member. Jeannie Wheeler seconded and the motion passed unanimously.
3. Approval of Minutes of May 13, 2019: Joan McCarty made a motion to accept the minutes of the May 13, 2019 meeting, as written. Jeannie Wheeler seconded and the motion passed unanimously.
4. Public Comment: No public comment was made.
5. Reports:
 - A. Chairman: No report at this time.
 - B. Library Director: In addition to her written report, Ms. Hewitt mentioned recent changes to the procurement process as discussed at a Department Head meeting. The Board also discussed the ongoing reconciliation of the Lang Fund. Recent updates from Town Finance Director Carol Coppola indicated that invoices were coded correctly, and our payments were properly authorized, processed and submitted. The issue instead results from a lack of awareness, after several turnovers in the Treasurer's position, that additional action was required to transfer Lang Fund monies from the bank to the Town's General Fund. We did not have access to information that would indicate transfers were not occurring. Going forward the Town will standardize transfer procedures and schedules and will provide written reports. We also now have access to this information in MUNIS.
 - C. Building & Grounds Committee: Will report on upcoming event under "Plans for Community Event".
 - D. Liaison from Board of Selectmen: Mr. Ford expressed his excitement at attending the meeting and offered any assistance the Board may need in the future.
 - E. Friends of Brooks Free Library: No report at this time.
6. Correspondence: No correspondence was received.
7. Old Business:
 - A. Plans for Community Event, thanking our Town and Community for Funds for Exterior Preservation Project: The committee is planning an event for Saturday June 29th from 2-4 pm. The public is invited to attend a celebration of the completion of the exterior preservation project, during which Chair Warde will say a few words and refreshments will be provided. Invitations have been sent to local committees and individuals, and the event was announced at the most recent Board of Selectmen's meeting.
 - B. Update on inquiry re: interest in Rogers Group statue: Ms. Hewitt reported that the owner of wrote back to acknowledge the Board's decision not to purchase the statue due to a lack of funds for such purchases. The owner may be willing to donate the statue if the library could arrange transportation of the piece and provide appropriate donation documentation.
8. New Business:

- A. New Town Insurance Requirements for Vendors for Goods and Service Contracts: As reported in Ms. Hewitt's written report, we have outlined several questions regarding the new requirements and are awaiting a response from the Town Administrator.
 - B. Vote to Accept Donations: No donations at this time.
 - C. Library Director annual performance evaluation: Chair Warde thanked the Board members for submitting their evaluations and indicated that she will meet with Ms. Hewitt before the end of the month.
8. Trustee Reports and Requests for Next Meeting's Agenda: Chair Warde requested that an update on the Long Range Planning process be added to future agendas. She also indicated a desire to update the evaluation form, the Board of Trustees by-laws, and begin discussion on the need for a contract for the Library Director.
9. Upcoming Meetings/Events
- A. Library Board of Trustees –Wed., July 10, 2019 - 7 PM – Brooks Free Library
10. Adjournment: There being no further business JoAnne Brown made a motion to adjourn, Jeannie Wheeler seconded and the chair adjourned the meeting at 8:07 p.m.

Respectfully Submitted,



Emily Milan