

MINUTES
BROOKS FREE LIBRARY BOARD OF TRUSTEES
REMOTE PARTICIPATION: WEDNESDAY MAY 5, 2021

Trustees present: JoAnne Brown, Linda Cebula, William Crowell, Joan McCarty, Kathleen Remillard, Bernadette Waystack and Jeannie Wheeler.

Also present: Virginia Hewitt, Library Director. No members of public present.

1. Call to order/ Attendance

After some technical difficulties, Chair Brown called the meeting to order at 7:11 pm. By roll call, all trustees were in attendance. Note that this meeting was not able to be recorded due to continuing technical difficulties.

2. Vote to approve minutes for March 3, 2021.

Motion to accept the minutes of March 3 by Wheeler, seconded by Waystack: by roll call vote: in favor, Brown, Cebula, Crowell, Remillard, Waystack and Wheeler, with McCarty abstaining. Motion passed. Note that there was no meeting on April 7 as there were technical difficulties that caused the meeting to be cancelled.

3. Public comment: no members of the public appeared to be in attendance.

4 Reports

A Chair: Brown requested a moment of silence regarding the passing of Selectmen Stephen Ford.

B. Library Director: Hewitt's report was included in the packet. She noted that on 4/22, she gave a report on the status of the Rogers statues restoration project to the Community Preservation Committee. While originally scheduled to be completed in September 2020, the pandemic caused the project to be delayed. New estimated date for completion is October 2021.

C/D Assistant Director and Staff Reports: reports included in packet.

E Buildings and Grounds: Wheeler has been speaking to Sean Libby (DPW) regarding the timing of the roof repairs- Spring 2022 versus Fall 2021. She will pursue this.

F no liaison report.

5. Correspondence none

6. Old Business

A. FY22 Budget and Capital Plan: Hewitt noted that the article for the roof repairs is on the Warrant for this upcoming Town Meeting. She noted that the project has been on the Capital Plan since 2012 and not 2020 as has been printed in the Warrant.

B. Update on Circulation Office Plans: The suggested designs were included in the packet for the last meeting. No quotes as of yet on this project to enhance staff workspace. Work would not start until the fall so as to avoid the busy summer. The funds in the Fial Gift Account, balance approximately \$53,000, is from an unrestricted bequest to be used by the trustees for the library. No motions made as to amount to budget on project nor funding source.

7 New Business

A. Review of Draft Plan for Inside Browsing: Hewitt's report on reopening of the facility was included in the packet. She is targeting May 17 as the reopening date assuming that the Health Director allows it. Hewitt noted that the modified hours include some evening hours until 7 pm to be able to support those who work. There will reinforcement of Grab N Go, so that patrons will not stay in the facility for extended periods. There was a discussion about limiting patrons to 15 minutes versus 30 minutes per trip: general agreement that 15 minutes to start was fine. Hewitt thanked for her detail procedures for the reopening.

B. Vote to accept Monetary Donations: Motion to accept donations in the amount of \$850 made by McCarty seconded by Waystack, by roll call vote, all in favor. Motion passed.

Date	Source (Gifts)	Income	Notes
4.1.21	Carrel Cranswick	\$50.00	In Memory of Nancy Hatch
4.2.21	Virginia Helton	\$100.00	In Memory of Nancy Hatch
4.5.21	Daniel & Eve Hoefle	\$250.00	In Memory of Nancy Hatch
4.8.21	Tavish Macleod	\$50.00	In Memory of Nancy Hatch
4.9.21	John Peterson	\$50.00	In Memory of Nancy Hatch
4.21.21	Irene & Meg MacLeod	\$100.00	In Memory of Nancy Hatch
4.25.21	The Sullivan Family	\$250.00	In Memory of Nancy Hatch
		\$850.00	

8. Trustee reports and requests for next meeting agenda

Crowell asked if the stipend had been processed and Hewitt will follow up with Town personnel.

Brown asked if the recent patron issue should be on the next agenda, and after discussion, general consensus was not needed.

9 Upcoming Meetings/Events

Next Trustee meetings scheduled for June 2 and July 7. Reminder to attend Town meeting on Saturday May 8.

10. Adjournment

Motion to adjourn made by Wheeler, seconded by Waystack, by roll call vote, all in favor. Meeting adjourned at 7:54 pm.

Submitted by Linda Cebula, Trustee Date approved June 2, 2021

A handwritten signature in blue ink, appearing to read "Linda Cebula", with a long horizontal flourish extending to the right.