

Brooks Free Library Board of Trustees

Wed., Nov. 13, 2019, 7pm
Thornton Room, Brooks Free Library
739 Main St., Harwich MA 02645

MINUTES

Approved December 11, 2019

1. Call to Order/Attendance: Chair Warde called the meeting to order at 7:00 p.m. JoAnne Browne, Jeannie Wheeler, Bernadette Waystack, Joan McCarty, Bill Crowell, and Kathleen Remillard were in attendance. Also in attendance were Library Director Virginia Hewitt and Assistant Director Emily Milan.
2. Approval of Minutes of Sep. 11, 2019 - Bernadette Waystack made a motion to approve the minutes of September 11, 2019. The motion was seconded by Jeannie Wheeler and passed unanimously. (Mr. Crowell was not present for the vote.)
3. Public Comment: There was no public comment.
4. Reports:
 - A. Chairman- The Chair had no formal report at the time.
 - B. Library Director- A written report was included in the packet. In addition, the Director reported that the contract for the Rogers Group restoration project had been signed. The start of the project is forthcoming. At a recent CLAMS membership meeting, it was announced that an automated courtesy notice notifying patrons that their card is expiring in 30 days would be instituted. Ms. Hewitt also reported having attended a recent traffic safety meeting to inquire about the status of the Cape Cod Commission's traffic study in Harwich Center. The study has not yet been completed. Ms. Hewitt also indicated that she and Ms. Milan had attended a Census 2020 meeting and plan to do joint programming with Council on Aging Director Emily Mitchell. The return of the Trolley to Christmas Town was discussed. The event will take place here at the library again this year after being held at the Cultural Center for the last few years. Chair Warde offered congratulations to Ms. Hewitt on her recent election to the Massachusetts Library System Board. Ms. McCarty inquired about the mention of a patron issue which resulted in the issuance of a no trespass order in Ms. Hewitt's written report. It was discussed and decided that staff would benefit from formal training in dealing with such issues and that such training might require closing the library in order to have all staff attend. The Chair directed Ms. Milan to pursue training options and return to the Board with a plan of action.
 - C. Building & Grounds Committee- Jeannie Wheeler commented on the recent upgrade to the lighting in the building and the tremendous amount of work that has been done by Facilities Manager Sean Libby in recent months.
 - D. Liaison from Board of Selectmen- The liaison was not present to comment.
 - E. Friends of Brooks Free Library- The Friends were not present to comment.
5. Correspondence- There was no correspondence.
6. Old Business:
 - A. Update on the Conservation of the Rogers Groups sculptures- As stated in the Director's oral report. The project is now under contract but a start date has not yet been determined.

7. New Business:

- A. FY21 Budget Submission - Ms. Hewitt presented a draft of the FY2021 budget request. The Board discussed line items within the proposed budget and possible variables that could arise as this budget process unfolds. Deadline for budget submission is Nov. 29th, prior to the next meeting. Therefore Bill Crowell made a motion that the Board approve the Chair and Library Director to submit the proposed budget to the Town as long as the budget stays within the parameters of a 4.0% total increase. Jeannie Wheeler seconded the motion and it passed unanimously.
- B. Revised Patron Behavior Policy / Standards of Conduct - The Board reviewed the draft policy and discussed possible amendments to the sections on Photography and Filming and Prohibited Behaviors. These suggestions and discussion will be used to work on a second draft which will come back to the Board in December.
- C. Holiday Hours- The Library will be closed on Christmas Day and New Year's Day as directed by the Town. Christmas Eve and New Year's Eve have been declared half days. Based on past usage statistics, Ms. Hewitt recommended opening from 10 a.m. - 1 p.m. on both days. JoAnne Brown made a motion to approve opening the library from 10 a.m. - 1 p.m. on both Christmas Eve and New Year's Eve. Joan McCarty seconded and the motion passed unanimously.
- D. Vote to Accept Donations- Donations since the last Board meeting included \$400 from the Sitkin Family Foundation through the Cornell University Foundation and \$120 from Susan Toye Ferguson. Additionally, in appreciation for training received through the VITAL program, a patron gave VITAL Coordination Carla Burke a \$250 Apple gift card. Carla explained to the patron that she herself could not accept any gift, but that the gift card would be donated to the Library where it would be used to benefit the VITAL program. A thank you note was delivered to the patron who, it was agreed, would remain anonymous. Joan McCarty made a motion to accept \$520 to be deposited in the Library's gift account as well as the \$250 gift card to be used to benefit the VITAL program. Brenadette Waystack seconded and the motion passed unanimously.

8. Trustee Reports and Requests for Next Meeting's Agenda- Jeannie Wheeler discussed hosting a staff appreciation week in December and the Board settled on the week of December 9-14th. Ms. Wheeler indicated that she would reach out to the Board via email to make further plans.

9. Upcoming Meetings/Events

- A. Library Board of Trustees –Wed., Dec. 11, 2019 - 7 PM – Brooks Free Library
- B. Library Board of Trustees –Wed., Jan. 8, 2020 - 7 PM – Brooks Free Library

10. Adjournment - There being no further business JoAnn Brown made a motion to adjourn. Kathleen Remillard seconded and the motion passed unanimously.

Respectfully Submitted,



Emily Milan