

Brooks Free Library Board of Trustees

Wed. Oct. 7, 2020 at 7 pm

Minutes

Approved November 4, 200

1. Call to Order/Attendance: Chair Brown called the meeting to order at 7:02 P.M. Linda Cebula, Bill Crowell, Kathleen Remillard, Bernadette Waystack, Jeannie Wheeler, Joan McCarty were present. Library Director Virginia Hewitt, Assistant Director Emily Milan and Executive Assistant Megan Green were also present. Barbara Howard and Brian Callow representatives from Rockland Trust were in attendance to present an update.
2. Report from Rockland Trust financial advisor: Rockland Trust representatives Barbara Howard and Brian Callow reviewed the report submitted to the Trustee. The full report was available in the packet. Mr. Callow indicated that the library's portfolio is a balanced 60/40 split 55/45 split. After the March downturn in the market, the portfolio was evaluated and rebalanced to ensure enough equity in the portfolio. Mr. Callow discussed how the funds were adjusted in response and what measures were taken to protect the investments. Linda Cebula asked if the balance sheet (page 12 of the report) could be given on an annual basis. The current one month summary doesn't provide much information and an annual overview showing calendar year earnings and fees would be most helpful. Ms. Cebula went on to indicate that this report does not need to be detailed by individual funds but could be commingled. Ms. Howard indicated that she could prepare and distribute that report within the next week. Treasurer Bill Crowell thanked Mr. Callow and Ms. Howard for providing the update.
3. Vote to Approve Minutes of September 2, 2020: Joan McCarty made a motion to accept minutes with the deletion of the term "acting" in front of Chair under the adjournment section. Jeannie Wheeler seconded and the motion passed unanimously.
4. Public Comment: none
5. Reports:
 - A. Chairman- The Chair had nothing to report.
 - B. Library Director- In addition to her written report, Ms. Hewitt indicated that Grab and Go inside service started on September 29th. Approximately 85-100 people have visited each day. Although there tends to be an initial rush at opening, no congestion has developed and we have yet to reach maximum capacity. Half of the visitors stay 5-10 minutes, while the other half average 10-20 minutes. Ms. Hewitt also reported that the greeter has had to offer a few mask reminders. Patrons were very happy to be able to come back inside to pick up holds and browse materials. One area of potential concern is computer use, interest is high and some patrons have complained that they want longer sessions. Many patrons are unable to use the computer independently and have expected one on one help. That isn't possible without extended close contact. Ms. Hewitt also indicated that statistical data from state reports is available in the packet, and indicated that she was happy to answer questions related to those reports. The Director also reported that the budget passed at town meeting without further reductions. Final budget represented a 1% increase over FY20. Ms. Hewitt indicated that the library can't sustain such a low increase over several years and still meet State appropriations requirements for certification. If this trend continues it may present a challenge next year.

C. Building & Grounds Committee

1. Update on retro-fitting of building for COVID19- Jeannie Wheeler praised DPW for retrofitting the building and encouraged board members to come in and see the changes. Ms. Wheeler also reported that patrons have mentioned that they are happy to be back in the library and for a few minutes felt normal. Bill Crowell also mentioned that the building exterior and landscaping has never looked better.

D. Liaison from Board of Selectmen- No report.

6. Correspondence- Chair Brown indicated that a letter to the staff which was drafted by Ms. Brown and Ms. Remillardin gratitude for their hard work during these challenging times. Ms. Hewitt Indicated that the staff appreciated the letter very much.
7. Old Business: none.
8. New Business:
 - A. Library Director's recommendation to go fine-free - The Chair confirmed that the board had a chance to read the written report on the pros and cons of going fine free and there were no questions from the Board. Ms. Hewitt indicated that the cost of staff time to collect fines is not offset by collections so the process is not financially beneficial. She further indicated that all Cape libraries are currently waiving fines and will throughout the pandemic but replacement fees will still be charged for lost or damaged items. It will take some time for CLAMS to make the necessary systems changes to make the fine free change permanent. Joan McCarty made a motion to go fine free. Jeannie Wheeler seconded and the motion passed unanimously.
 - B. Vote to accept donation of Milton Welt painting of Exchange Building from Cahoon Family- Ms. Hewitt indicated that the Cahoon family has donated two other Milton Welt paintings which currently hang in the library. Ms. Cebula asked if the painting was dated and what processed would be followed to the painting to inventory and have it insured. Ms. Hewitt indicated that no date was available but the item will be added to the inventory of town art for insurance purposes. Jeannie Wheeler made a motion to accept the donation, Linda Cebula seconded and the motion passed unanimously.
 - C. Vote to Accept Monetary Donations - none
 - D. FY 22 - 28 Capital Plan submission - Ms. Hewitt indicated that the interior reconfiguration of the library has been on Capital Plan since 2016 as follows: \$40,000 during FY22 to develop a plan and \$150,000 in FY24 to complete the project. To date, no instruction on updating the Capital Plan has been received although it seems likely that all projects will be pushed back. Recent reconfiguration work done by CARES act went a long way to meeting the library's needs. Ms. Hewitt suggested voting to remove this project from the Capital Plan. She indicated that library leadership needs time post pandemic to evaluate changes to community and library needs. Ms. Cebula suggested pushing the project back rather than removing it entirely from the Capital Plan. Joanne Brown suggested postponing the project by 2 years. Mr. Crwell indicated agreement with a plan to postpone rather than remove. Ms. Cebula made a motion to approve the request that the interior renovation projects be moved forward two years. Bill Crowell seconded the motion and it passed unanimously.
8. Trustee Reports and Requests for Next Meeting's Agenda- A poll of the trustees indicated that there were no additional reports or requests.
9. Upcoming Meetings/Events

A. Library Board of Trustees – November 4, 2020, December 2, 2020

B. Trustees Annual Meeting with Board of Selectmen - TBD

10. Adjournment - There being no further business Jeannie Wheeler made a motion to adjourn, Joan McCarty seconded and the motion passed unanimously. The Chair adjourned the meeting at 8:10 p.m.

Respectfully Submitted,



Emily Milan

Assistant Director