

# **Brooks Free Library Board of Trustees**

Wed., Sept. 11, 2019

Thornton Room, Brooks Free Library  
739 Main St., Harwich MA 02645

## **Minutes**

1. Call to Order/Attendance – The meeting was called to order at 7:05 by Chairman Mary Warde. Trustees Jeannie Wheeler, Bernadette Waystack, Joan McCarty and William Crowell and Library Director Virginia Hewitt were present.

2. Approval of Minutes of June 19, 2019 and Aug. 14 2019

Motion: to approve the minutes of June 19, 2019 and Aug. 14, 2019 (m: Joan McCarty, s: Jeannie Wheeler). Unanimously approved.

3. Public Comment - None.

4. Reports:

### **A. Chairman**

The Chair noted that the Mass. Board of Library Commissioners (MBLC) has begun soliciting copies of recently approved ByLaws for Board of Trustees to create a sample collection. This will be very helpful as the Board looks at reviewing and updating our ByLaws this year.

### **B. Library Director**

In addition to the written report the Director discussed the Library's submission for the FY21-27 Capital Plan. The Trustees concurred that the \$40,000 for plans for interior modifications should be moved from FY21 to FY22 so that it will be closer in time to the work itself, which is on the Capital Plan for FY24. Ginny noted that we are no longer scheduled to meet with the Capital Outlay Committee on Sept. 26<sup>th</sup>. A new date has not yet been set.

The Library Director provided an update on the request for quotes for the Rogers Groups conservation project noting that she was hopeful that we would receive one or more quotes that would be within the available funding. The closing date for this solicitation is Sept. 20<sup>th</sup>.

The Library Director informed the Trustees that her presentation on the Library's response to July 23<sup>rd</sup> tornado at the COSTEP Resiliency Forum for Cultural Institutions on Sept. 10<sup>th</sup> went very well. We have been asked by MBLC to partner with them on a workshop for the May 2020 Mass. Library Association conference.

Ginny reported that she had attended the first meeting of the Barnstable County Complete County for the 2020 Census that morning. This will be the first census that will be completed primarily online so, as public access technology centers, libraries can play a valuable role in assisting those without Internet access at home and those without good technology skills in completing the census and we will develop plans to do so. The assistance of libraries in making the public aware of the census and promoting the importance of completing it is also important to the Census Bureau as librarians are seen as "trusted community voices."

The details on the two upcoming emergency preparedness programs for Disaster Preparedness Month and Climate Preparedness Week were discussed. On Monday Sept 23 at 6 pm Harwich Emergency Management Director Lee Culver and Barnstable County Emergency Management Coordinator Sean O'Brien will present a program on Emergency Preparedness and Response. On Thurs. Sept 26 we will host a Community Conversation on preparing for climate change and extreme weather events using the World Café model for hosting community conversations.

It was noted that the Cape Cod Commission's traffic safety of Harwich Center, scheduled for the spring 2019 and then summer 2019 has not yet occurred.

Ginny also reported that the DPW Facilities Manager has two large projects planned for the Library this fall. The first is replacement of all of our lights with LED fixtures through the Cape Light Compact. The second is replacement of the boilers and other upgrades to the HVAC system. The Town has received a \$150,000 as part of the Green Communities initiative and is utilizing it for this project.

C. Building & Grounds Committee

Jeannie Wheeler noted that there are no pending issues. She also noted she will be unable to attend the October Board meeting.

D. Liaison from Board of Selectmen - None.

E. Friends of Brooks Free Library - None.

5. Correspondence - None.

6. Old Business: - None.

7. New Business:

A. Vote to Accept Donations - None.

8. Trustee Reports and Requests for Next Meeting's Agenda - None.

9. Upcoming Meetings/Events

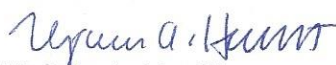
A. Library Board of Trustees –Wed., Oct. 9, 2019 - 7 PM – Brooks Free Library

B. Trustees Annual Meeting with Board of Selectmen –Oct. 28 - 6:30 PM, Griffin Room, Town Hall

10. Adjournment

Motion to adjourn at 7:52 pm (m: Joan McCarty, s: Jeannie Wheeler). The motion passed unanimously.

Respectfully submitted,

  
Virginia A. Hewitt  
Library Director