

Brooks Free Library Board of Trustees
Wed. September 2, 2020 at 7 pm

Minutes

Approved by the Board on October 7, 2020

1. Call to Order/Attendance: Chair Brown called the meeting to order at 7:04 p.m. William Crowell, Joan McCarty, Kathleen Remillard, Bernadette Waystack and Jeannie Wheeler were in attendance. Also attending were Library Director Virginia Hewitt and Assistant Director Emily Milan. Linda Cebula arrived at 7:10.
2. Vote to Approve Minutes of August 5, 2020: Joan McCarty made a motion to accept the minutes. Jeannie Wheeler seconded the motion and a roll call vote was taken. The motion passed. Linda was not present for the vote but it was unanimous otherwise.
3. Public Comment: none
4. Reports:
 - A. Chairman- nothing to report at this time.
 - B. Library Director- Report as written. Additionally, Ms. Hewitt announced that the mobile assistance center for the Census will be back next Wednesday and will be at the COA the following week by appointment. Curbside is going well but remains a limited level of service compared to normal library operations. Ms. Hewitt reported that she is working on collecting statistics for state reports which are due in the coming weeks. As of March, circulation was up almost 6000 (4.3%). However, in the interim, the library was fully closed for 11 weeks and has been operating at the Curbside level for approximately 4 ½ weeks. She also noted that use of ebooks was up 29% and eaudiobooks were up 28%. Without access to print versions of newspapers, we saw a marked increase in Newsbank use for digital newspaper access and usage of the digitized town reports doubled. The Youth Services summer reading program is wrapping up since school is about to start. Youth Services Librarian Ann Carpenter is beginning to plan fall offerings such as an online storytime. Ms. Carpenter has developed a strong relationship with HES. The school recently borrowed our button maker and supplies to make photo buttons for students and teachers. Ms. Milan also reported that Ms. Carpenter's strong relationship with the homeschooling community is likely to lead to community outreach efforts in the fall as we are seeing a marked increase in homeschooling this school year.
 - C. Building & Grounds Committee
 1. Update on retro- Ms. Wheeler provided an update on the retrofitting of the building. Efforts to ensure safe distancing and other protective measures in response to Covid-19 have been undertaken by DPW. Most recently, the DPW made progress on framing on the 2nd floor and materials were delivered today for the first floor.
 - D. Liaison from Board of Selectmen- none
5. Correspondence
 - A. Email from Mass. Board of Library Commissioners re: Trustee Orientation sessions- Chair Brown shared details regarding upcoming Trustee Orientation sessions and encouraged members to participate.

6. Old Business:

- A. FY21 Budget - Ms. Hewitt indicated that no further guidance has been received on the budget. The Board of Selectmen (BOS) did vote on a warrant for the FY21 Annual Town Meeting (ATM) but it did not include a line item budget for each department. Mr. Crowell confirmed that there are no library specific articles included in the warrant for this year's ATM.
- B. Updates on Phased Resumption of Services - Library Director's Plan for Limited Inside Access for Patrons - discussion and feedback (vote not required) Ms. Hewitt reviewed the plan which was included in the packet indicating a target date of September 29th for implementation of this next phase. The Grab and Go phase will limit inside access to the first floor (excluding picture room). The library plans to start with two days a week of indie access. Ms. Milan indicated that expansion of inside access hours will move slowly much like Curbside. Drawing on insights gained from the Curbside phase, staff will finetune workflows and procedures as they gain experience in this new normal and will adjust hours and limitations accordingly. Ms. McCarty asked that there be signs saying to keep a mask on while in the building and indicated that she was impressed with the care and caution being taken by staff. Ms. Waystack asked about elevator access and confirmed that staff can eliminate access to closed floors. Mr. Crowell remarked that the plan was complete and well thought out. Ms. Remillard indicated that she felt the staff were doing a wonderful job with Curbside and she was happy with the plan for Grab and Go. Ms. Cebula reported having read the plan and having no further questions.

Ms. Hewitt polled the Board regarding the possibility of adding a vote to go fine free to the next agenda. She asked members what information they might require to take such a vote. Ms. Cebula indicated that she does not require extensive research or long reports on the matter. She also questioned how much staff time is spent processing and collecting fines. Ms. Milan discussed the overdue and billed reports and Ms. Cebula calculated the labor cost and revenue and indicated that the effort is not fiscally sound. Ms. Waystack indicated a simple list of pros and cons of fine collection would be sufficient for her to make a decision. Mr. Crowell proposed the idea of a good will fund in lieu of fine collection. Ms. McCarty asked for clarification on billed status items and whether or not patrons would continue to be billed for lost and damaged items. Ms. Hewitt indicated the fine exemption would include only overdue fees and that damaged or list items would continue to be billed. Ms. Remillard indicated from experience that going fine free would save a lot of staff time. The consensus was to include the item on the october agenda.

7. New Business:

- A. Vote to Accept Donations - Joan McCarty made a motion to accept donations for \$200 from Babara Hanson and Joan Fasser in memory of Hillary Landers. The donation is to be distributed as follows: half will be credited to the Vital program and the other half will be used to purchase audio and paperback books on sports and/or Martha's Vineyard authors. Jeannie Wheeler seconded and the motion passed unanimously.
- B. Vote to Declare Items as Surplus- A list of surplus furniture was included in the packet. Joan McCarty made a motion to declare those items as surplus. Bernadette Waystack seconded and the motion passed unanimously.
- C. Plan for disposing of surplus items- Ms. Hewitt described a plan to dispose of surplus items indicating that most of the items are hand me downs or Treasure Chest items. The library followed the existing procedure by offering these items to town departments and other CLAMS libraries before disposing of them. As the Treasure Chest is not currently an option and these items are not of interest to Habitat for Humanity, DPW will just

dispose of them at the transfer station. Ms. Hewitt would like to offer them free of charge to the community first. She plans to advertise them for a couple of weeks to give community members an opportunity to sign up for a raffle or lottery for available items.

8. Trustee Reports and Requests for Next Meeting's Agenda- Mr. Crowell will bring Rockland Trust advisors Barbara Howard and Brian Callow to the October Trustees meeting to provide a performance review of Library trusts. Mr. Crowell will provide reports ahead of time in the packet.
9. Upcoming Meetings/Events
 - A. Library Board of Trustees – October 7, 2020, November 4, 2020
 - B. Town Meeting - Saturday Sept. 26, 2020 at 10 am at Monomoy Regional High School football stadium with rain date of Sunday, Sept. 27, 2020 at 1 pm
10. Adjournment: There being no further business Joan McCarty made a motion to adjourn. The motion was seconded by Jeannie Wheeler and a roll call vote was taken. All present voted to adjourn and the Chair adjourned the meeting at 8:16 p.m.

Respectfully submitted,



Emily Milan

Assistant Director