

Brooks Free Library Board of Trustees

Wednesday, July 11, 2018 - 7 pm
Thornton Room, Brooks Free Library
739 Main St., Harwich MA 02645

Agenda

1. Call to Order/Attendance
2. Approval of Minutes of June 20, 2018
3. Public Comment
4. Reports:
 - A. Chairman
 - B. Library Director
 - C. Building & Grounds Committee
 - D. Liaison from Board of Selectman
 - E. Friends of Brooks Free Library
5. Correspondence:
6. Old Business:
 - A. Update on Exterior Preservation Project
 - B. Update on Generator Installation
7. New Business:
 - A. Vote to Accept Monetary Donations
 - B. Discussion of goals for upcoming year
 - C. Library Director's performance evaluation
8. Trustee Reports and Requests for Next Meeting's Agenda
9. Upcoming Meetings/Events
 - A. Selectmen's Annual Meeting with Non-Resident Taxpayers – Mon., Aug. 6, 2018 – 6:30 pm at Town Hall
 - B. Brooks Free Library Board of Trustees –Wed., August 8, 2018 - 7 pm – Brooks Library
10. Adjournment

Authorized posting officer

Virginia A. Hewitt

Brooks Free Library

Posted by

Town Clerk's Office

Agenda submitted electronically to Town for posting. The full packet - Agenda, Minutes & Reports – is available on the Trustee section of Library website, www.brooksfreeibrary.org/trustees.asp.

** Per the Attorney General's Office: Boards/Commissions may hold an open session for topics not reasonably anticipated by the Chair 48 hours in advance of the meeting following "New Business"*

If you are deaf or hard of hearing or are a person with a disability who requires an accommodation, contact the Library at 508-430-7562 or brooksfreeibrary@clamsnet.org.

Brooks Free Library Board of Trustees

Wednesday, June 20, 2018 - 7 pm
Thornton Room, Brooks Free Library
739 Main St., Harwich MA 02645

DRAFT MINUTES

Call to Order/Attendance: Chair Mary Warde called the meeting to order at 7:06. Trustees JoAnne Brown, Jeannie Wheeler, Kathleen Remillard, and Bill Crowell (7:10) were present as well as Library Director Virginia Hewitt and Assistant Director Emily Milan. Joan McCarty and Ann Emerson were not in attendance.

Approval of Minutes: Kathleen Remillard made a motion to approve the minutes of April 11, 2018, JoAnne Brown second. Motion passed unanimously.

Public Comment: none

Reports:

A. Chairman- The Chair reported that the reclassification of the Library Director's position was approved at the June 4th Board of Selectmen meeting.

B. Library Director- In addition to her written report included in packet, Ms. Hewitt announced that the library will be participating in an art tour of Harwich on July 21st. The Cahoon Room will be staffed and open to the public on that day. Ms. Hewitt also distributed packets to the Board which included an emergency pocket response plan, contact lists, and a chain of command. Trustee William Crowell made a motion to adopt the Brooks Free Library chain of command as signed by Virginia Hewitt and Mary Warde and dated June 20, 2018. Jeannie Wheeler second, motion passed.

C. Building & Grounds Committee: Committee members announced that the contract for the exterior preservation project was signed on Wednesday, June 13, 2018. The town plans to issue a notice to proceed as of July 9th, 2018. Assistant Director Emily Milan reviewed the discussion that took place during a pre-construction meeting on June 12th regarding first steps before the project begins such as trimming trees. Board members expressed concern over the trees along Main Street noting that they are currently crowding the building and holding in moisture. These concerns will be relayed to Facilities Manager Sean Libby.

D. Liaison from Board of Selectmen: none

E. Friends of Brooks Free Library: none.

Correspondence: none

Old Business:

Update on Town Meeting and FY19 Budget- The library FY19 budget passed at this year's town meeting.

Update on Exterior Preservation Project- As reported by Building and Grounds committee above, construction is expected to begin on or around July 9, 2018.

Update on Generator Installation- Ms. Hewitt relayed information from Sean Libby who determined that a longer than usual lead time for the generator order to be filled by the manufacturer means installation of the generator is not likely to happen before September of this year.

New Business:

A. Request to designate wall for Friends of Brooks Free Library to use as a display area- JoAnne Brown made a motion to designate the lobby wall for Friends of Brooks Free Library to use as a display area, Jeannie Wheeler second. Motion passed unanimously.

B. Vote to Accept Monetary Donations- none

C. Request for FY19 Meeting Room Use- Jeannie Wheeler made a motion to approve, under the same conditions stated in previous years, the request by the Cape Cod Viewfinders Camera Club to meet at the library on the first and third Wednesdays during the months of September 2018 through June 2019. JoAnne Brown second, motion passed unanimously.

D. Reorganization of the Board- The Chair issued a formal congratulations to members who were recently re-elected. Kathleen Remillard made a motion to accept the slate of officers as follows: Mary Warde, Chair; Joan McCarty, Vice Chair; JoAnne Brown and Jeannie Wheeler, Co-Chair- Building and Grounds Committee; William Crowell, Treasurer; Kathleen Remillard, Recording Secretary; Ann Emerson, member at large. Jeannie Wheeler second. The motion passed unanimously.

Trustee Reports and Requests for Next Meeting's Agenda: none

Upcoming Meetings/Events

Friends of Brooks Free Library Annual Meeting - Thurs. June 21, 2018 - 10 am
Brooks Free Library Board of Trustees –Wed., July 11, 2018 - 7 pm

Adjournment: Kathleen Remillard made a motion to adjourn at 8:36 p.m. JoAnne Brown second, motion passed unanimously.

Respectfully Submitted,

Emily Milan

Assistant Director

Library Director's Report
July 5, 2018

New Website

Over the past year Assistant Director Emily Milan lead a team of staff members – Reference Librarian Jennifer Pickett, Youth Services Librarian Ann Carpenter, Staff Librarians Suzanne Martell and Emily Carta, Assistive Technology Coordinator Carla Burke and Administrative Assistant Megan Green – on the design and development of our new website, which went live on Monday, July 2nd. The template provided by Stirling Technologies allows staff members greater flexibility in updating the menus and headers of the page, which our previous product did not. This will allow us to re-organize and update the content whenever the need arises, whereas the previous product required us to ask the company to change a drop down menu for us. We had been unable to do that for some time, as the company was no longer offering that template and wanted us to move to a design we weren't interested in. The new site is also fully accessible for people with vision loss using screen readers.

The web address has not changed; it's still www.brooksfreelibrary.org. Please check it out and give us feedback. The content for the Trustees section of the webpage has been transferred, by the way, and there are links to the Trustees Agenda and Minutes back to FY13. (Choose the About tab on the top menu of the page and then select Board of Trustees from the drop-down menu.)

CLAMS system migration

Our Integrated Library System, Sierra, was migrated from local servers to the cloud on Wed. June 27th. With excellent work and planning by the CLAMS consortium staff and local libraries, the migration went extremely well with minimal inconvenience to patrons. The system was restored before noon and we were once again able to provide full access to the CLAMS catalog.

Exterior Preservation Project

Town Facilities Manager Sean Libby reports that Campbell Construction is expected to start work on the project on Monday, July 9th. A construction fence will be erected around the historic parts of the building, reducing the sidewalk space on Main St and making it inaccessible to people in wheelchairs or pushing strollers during the construction period as pedestrians will have to maneuver around the two trees to use the remaining sidewalk space. The fenced area will enclose two emergency exits on the Main St. side so a gate will be installed so that people can exit in an emergency and signs will be hung on the interior of the fence directing people to the gate. We will also lose access to up to 4 parking spaces on the first row of the parking lot closest to the building as the contractors need space for a dumpster and their equipment and supplies.

Sean had made arrangements with a tree company to cut back the trees on Main St. prior to the project, something not needed by the contractors but that is good preventive maintenance for the building, but the initial contractor's equipment broke down and they were unable to do the job. He is now making arrangements with another company but the work will likely have to be done after the scaffolding is erected.

Exterior Painting of 1998 Addition

The Facilities Manager has arranged for Jack Sullivan Painting to paint the front of the 1998 addition this summer. This work is not part of the preservation project. It's part of the decades-old Library's annual preventive maintenance painting program, now funded in the DPW's facilities maintenance budget. This work is expected to occur in August.

Updates to Security Alarm System

Seaside Alarms replaced the security alarm wireless receivers, pendants and panic alarms with updated models last week. This should eliminate the intermittent trouble signals from the receivers over the past 6 months.

Update on the Rogers Groups Project

As a reminder, we are currently working on a Community Preservation Act funded conservation project on our historic Rogers Groups sculptures. Phase I is an assessment and the development of a Conservation Treatment Plan. Once that plan is completed we will contract with a conservator to do the actual conservation work. We signed a contract with a conservator with extensive experience restoring Rogers Groups for the first phase of the project in Feb. but other work has prevented him from getting started on our project. I contacted him last week about the start date and was told he expects to do the site visit in the next month.

Summer Reading Program

The Summer Reading Program is in full swing, with on-going and special programs almost every day, sometimes multiple programs per day. Our larger special programs are on Tuesdays and Thursdays and several Saturdays per month. July special programs include Tunes and Tales, a Magic Show, Animal World Experience, Ladybug Release, Reading to Dogs, Storytime with the Harwich Mariners, Bay Song's Children's Concert, Rainforest Reptiles, and Reptile Science. Mother Goose on the Loose storytime for babies, infants and toddlers continues on Tuesdays during the summer, as does Friday's traditional storytime. Lego Fun will be held every other Wednesday, alternating with Build It Challenge. We'll also have a weekly craft program for teens on Mondays and for younger children on Fridays.

Youth Services Librarian Ann Carpenter is using a new online service for the reading portion of our Summer Reading Program, Beanstalk. It allows parents and organizations to sign up multiple children at one time and for parents to opt to have one account (one log-in and password) to log in and track each child's reading. This program is much more user friendly and the feedback so far has been that it's a great improvement over previous services. To date, approximately 250 youngsters have signed up for the reading portion of the Summer Reading Program.

We are again giving a deposit collection of recreational reading to the Recreation Dept.'s summer camp at the Community Center and Monomoy Community Learning Program's summer camp at Harwich Elementary School. Youth Services Librarian Ann Carpenter will refresh the collections with new books periodically throughout the summer. Both camps have been invited to bring some of their participants to our larger special programs on Tuesdays

and Thursdays. We are reserving 25 spaces for the Recreation camp on Tuesdays and 25 spaces for the MCLP program for the Thursday special programs.

Community Outreach

We will be doing community outreach at the Farmers Market again this summer, with a table providing information on library services and activities. We will be using our library hotspot to sign people up for library cards and to access the catalog to show people how to use electronic resources, place holds and renew items.

Trustee Orientation

The Mass. Board of Library Commissioners will be holding a meeting for new and not-so-new Trustees on Thursday, October 11th from 6 to 8 pm at the Eldredge Library in Chatham. The MBLC website provides the following description of the session:

“Are you a new library trustee eager to learn about your new, and very important, role? A “seasoned” board member looking for a refresher course? Trustee Orientations are a great opportunity to meet key staff at MBLC who work with trustees, to learn more and ask questions about your roles and responsibilities as a member of a library board. At each session we cover board responsibilities, library funding and State Aid, state laws with relevance to libraries, and how to be an effective advocate for libraries. Time is included for questions and answers. Orientations are aimed at new trustees, and all trustees and library directors are welcome to attend.”

These orientation sessions are a good opportunity to meet staff members from the MBLC as well as to network with Trustees of other area libraries. If you're interested in attending you can register at <https://mbcl.libcal.com/event/4283659?hs=a> or let staff know and we'll register for you.

Update on Town Accessibility Self-Evaluation

Assistive Technology Coordinator Carla Burke and I attended the June 28th meeting of the Harwich Accessibility Rights Committee. They provided print copies of sample evaluation reports and a compliance plan from the consultants. The committee does not yet have the full report, which is now expected to be completed later this summer.

Respectfully submitted,

Virginia A. Hewitt
Library Director