

**Brooks Free Library Board of Trustees**  
**Wed. Nov. 2, 2022 at 7pm**  
**739 Main St., Harwich MA 02645**

1. Call to Order/Attendance
2. Vote to Approve Minutes of Oct. 5, 2022 Trustees Meeting
3. Public Comment
4. Reports:
  - A. Chair
  - B. Library Director
  - C. Assistant Director - Position Vacant
  - D. Review of Other Staff Reports or Information in Meeting Packet
  - E. Building & Grounds Committee
  - F. Liaison from Board of Selectmen
5. Correspondence
  - A. Email from Facilities Manager re: roof project
6. Old Business
  - A. Status of Recruitment Efforts for Staff Librarian and Senior Library Technicians
  - B. Discussion regarding Oct. 24th Annual Meeting with Board of Selectmen
7. New Business
  - A. Visit from Finance Committee member Dan Tworek Updates on FY24 Budget and FY24 - FY28 Capital Plan requests
  - B. Vote to Accept Monetary Donations
8. Trustee Reports and Requests for Next Meeting's Agenda
9. Upcoming Meetings/Events
  - A. Library Board of Trustees – Wed., Dec. 7, 2022 - 7 pm
  - B. Library Board of Trustees – Wed., Jan. 4, 2023 - 7 pm

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 for the meeting will be posted on the Town website, [www.harwich-ma.gov/brooks-free-library-board-of-trustees](http://www.harwich-ma.gov/brooks-free-library-board-of-trustees), and Library website, [www.brooksfreelibrary.org/brooks-free-library-board-of-trustees](http://www.brooksfreelibrary.org/brooks-free-library-board-of-trustees) on the Friday preceding the meeting.*

*\* 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 [brooksfreelibrary@clamsnet.org](mailto:brooksfreelibrary@clamsnet.org).*

**Brooks Free Library Board of Trustees**  
**Wed. October 5, 2022 at 7pm**  
**739 Main St., Harwich MA 02645**

**DRAFT MINUTES**

1. Call to Order/Attendance The chair called the meeting to order at 7:03 pm. Present were L. Cebula, B. Waystack, J. Brown, J. Wheeler and J. McCarty. W. Crowell arrived at 7:05 pm and K. Remillard arrived at 7:07 after the vote on the September 7th meeting minutes. Library Director Hewitt and Assistant Director Emily Milan were also present.
2. Vote to Approve Minutes of Sept 7, 2022 Trustees Meeting  
Motion: J. McCarty Second: B.Waystack Abstention: J. Wheeler  
Passed.
3. Public Comment- none
4. Reports:
  - A. Chair- none
  - B. Library Director- In addition to the written report, Hewitt indicated that she will not be in town for the annual report to the Board of Selectmen scheduled for October 24th. She also indicated that she had a successful site visit with Town Administrator Joe Powers today. She also noted that the Capital Outlay Committee would like to meet with Library Trustees to discuss Capital projects likely at some point in November.
  - C. Assistant Director - In addition to her written support Milan expressed gratitude to the Board for their support during her tenure noting that the decision to accept a position elsewhere was not an easy one and is a bittersweet departure from Brooks.
  - D. Review of Other Staff Reports or Information in Meeting Packet - none
  - E. Building & Grounds Committee - none
  - F. Liaison from Board of Selectmen- none
5. Correspondence
  - A. Email Response from Assistant Town Administrator to Trustees re Roof Project- The Board discussed the email response from Assistant Town Administrator Meggan Eldredge. The Chair noted that "the time for award" has passed and the procurement process will need to begin again.
6. Old Business
  - A. Status of Realignment of Positions - Hewitt provided an update indicating that an agreement had been reached and the job postings have entered the docuSign process. Internal postings will close on the 19th and then will be advertised externally in late October if there are no qualified internal candidates.
  - B. Recruitment Process for Assistant Library Director - Hewitt indicated that typically this process wouldn't be a discussion point but with current plans for realignment she felt it might be best to fill other vacancies first. The Board discussed and agreed that the Assistant Director job description needs to be updated to better reflect the position, followed by a letter to the Town Administrator. Recruitment of the Assistant Director should follow the other vacancies. Also discussed was the potential to recruit a temporary Assistant Director in the interim.

7. New Business

- A. Reconsideration of Funding Request for Roof Project- L Cebula talked to DPW who wanted to make another plea for \$24k funding deficiency as they believe that if the project goes back out, the bids will likely be higher than the previous round. B. Crowell reiterated the concern over the bid process. The Trustees do not have funds to pay for maintenance projects. The discussion concluded with the understanding that the project will be delayed as the Board does not wish to reconsider the funding request.

Motion to not reconsider the funding request.

Motion: Crowell          Second McCarty          Passed unanimously.

- B. Vote to Accept Monetary Donations- none.

- C. Draft Report for Trustees Annual Meeting with Board of Selectmen - The Board discussed the draft report and statistics which were included in the packet. W. Crowell had some questions regarding statistics and there was some discussion related to the impacts of reopening the library building for browsing on increased circulation statistics. Motion to submit the report as presented in the packet.

Motion: J. Brown          Second: J. Wheeler          Passed unanimously.

- D. National Friends of Libraries Week - There was some discussion of the three possible options presented. The board agreed that the press release format was the most appropriate. Assistant Director Milan will finish and submit.

- E. Potential Loan of Brewster Elder Chairs - Hewitt provided some background on recent press related to the Berewster Edler chairs pictures in the Brewster town seal. The library owns four such chairs. Board discussed the possibility of a long term loan of the chairs to the town of Brewster.

8. Trustee Reports and Requests for Next Meeting's Agenda- There were no requests, however, two board members noted potential absences. The Chair indicated that there is still likely to be a quorum and the meeting will take place in person as usual.

9. Upcoming Meetings/Events

- A. Special Town Meeting - Tues. October 18, 2022 - 6 pm  
B. Trustees Annual Meeting with Select Board - Oct. 24, 2022 - 6 pm  
C. Library Board of Trustees – Wed., Nov. 2, 2022 - 7 pm  
D. Library Board of Trustees – Wed., Dec. 7, 2022 - 7 pm

There being no further business, the Chair called for a motion to adjourn.

Motion: B.Waystack          Second: J. Wheeler          Passed unanimously.

The meeting was adjourned at 8:05 pm.

Respectfully Submitted,

Emily Milan

Library Director's Report to the  
Brooks Free Library Board of Trustees  
for the Nov. 2, 2022 meeting

10.18.22

## ADMINISTRATIVE

I'll be away on vacation from Wed. Oct. 19th through Friday Oct. 28<sup>th</sup> so I'm preparing this report early. With the Assistant Library Director position vacant, Reference Librarian Jennifer Pickett will be in charge during my absence. Jen has received a temporary promotion to the Assistant Director position.

## PERSONNEL

### Staff Departures

Assistant Director Emily Milan's last day was Friday, Oct. 14<sup>th</sup>. She did an excellent job organizing and distributing tasks to various staff members. I greatly appreciate the librarians and Executive Assistant being so willing to take on these functions while we're so short staffed.

As planned Senior Library Technician Pam Paine has retired from her benefitted position, effective Saturday, October 15<sup>th</sup>.

Library Assistant Jacob Greenberg resigned from his position last week, effective immediately.

### Recruitment Efforts for Vacant Positions

The vacant full-time Staff Librarian and part-time Senior Library Technicians were posted internally for Harwich Employees Association members on Oct. 7<sup>th</sup>. Those postings close Oct. 19<sup>th</sup>. If there are no qualified internal applicants the positions will be advertised to the public beginning Oct. 20<sup>th</sup>. Before leaving on vacation I prepared an ad for the Cape Cod Chronicle. The jobs will also be posted on the Town website on the Work Opportunities page. We'll email CLAMS libraries announcing the openings and also post the positions on the Mass. Board of Library Commissioners website.

## FINANCIAL

### Unbudgeted cost of payments to departing staff members

- Employees with benefits who resign or retire are entitled to payments to unused vacation, vacation time accrued this fiscal year, pro-rated longevity and/or sick leave buy back.
- Payments for the two employees who recently left the Library totaled \$19094.

- I learned at the end of last week that contrary to what I'd been told during prior years' budget process no centralized fund exists for these payments if the employee's departure isn't planned and budgeted for a year in advance.
- The \$19094 for these recent payments was paid from the Library's FY23 Salary and Wages line.
- If this creates a deficit towards the end of the fiscal year we will need to utilize the end-of-the-year budget transfer process, asking the Selectmen to reallocate funding from another line in the Town budget that is projected to have funds remaining.

### State Library Certification

- This month I completed the State Aid Financial Report for Brooks Free Library, which was due to the Mass. Board of Library Commissioners on Oct. 7<sup>th</sup>. I then utilized the reports from the Chase and Harwich Port libraries to prepare the Compiled Compliance Report for the Town of Harwich, which was due Oct. 14<sup>th</sup>.
- A critical standard that must be met for state certification and the State Aid to libraries award is the Municipal Appropriation Requirement (MAR). To meet the MAR a municipality's appropriation to libraries in the current fiscal year must be greater than the average of the last three years appropriation plus 2.5%.
- I have always forecast the MAR a year in advance, so I was surprised when I was preparing the Compiled Report for the Town on Oct. 11<sup>th</sup> and discovered that the FY23 Town appropriation to libraries was \$1891 under the amount needed to meet the MAR. This would mean we would not be certified.
- For the past several years the Town has awarded cost-of-living adjustments (COLAs) to union and non-union personnel mid-year, after the budget was voted at Town Meeting. Those funds then need to be transferred in to the various department budgets.
- After my surprise discovery, I noticed the Town had not yet transferred the funds for the 2% FY23 COLA for non-union employees, voted by the Selectmen in late June, into our Salaries and Wages line. I contacted the Finance Director and the \$3118 that I calculated we needed to cover this COLA was transferred into our budget line.
- With this revised appropriation the Town appropriation was now over the MAR by \$1227. We are eligible for state certification and will not need to apply for a waiver.
- I believe that the surprise regarding this years' MAR was caused by a FY22 budget adjustment in late June 2022 for a retroactive FY22 union COLA that was significantly higher than I expected. My forecasted amount was based on my FY22 salary budget sheet, where I calculated the revised salary employee-by-employee. I am not clear on how the Town divides the funds set aside for union COLAs,

perhaps it is on a percent of the overall budget or by number of employees, which may appear to need a higher amount but our employees are lower in the pay scale and the majority are part-time. In any case, while I was surprised at the amount, it didn't occur to me to question it. We were well under our budget for salaries for the year. I knew we would not be using the additional funds and in a few weeks we'd be turning those funds back to the general fund. I didn't realize at the time that this would create a problem later because it made our FY22 appropriation higher than the FY22 amount I had used in projecting the FY23 MAR.

- We were fortunate that the Selectmen approved the COLA for non-union employees this year – and that the timing was before the Compiled State Aid report was due on Oct. 14<sup>th</sup> - since once the funds were transferred into our budget the Town's appropriation to libraries was above the MAR.
- Had the Selectmen decided to wait until later in the year to approve the COLA for non-union employees we would have had to request for a waiver from the MBLC. I would hope a waiver would be granted but applying for one is a complicated and time consuming process involving financial reports from the Town and letters from the Library Director, Trustee Chair and Town Administrator explaining why the Town didn't meet the appropriation requirement and demonstrating that the libraries did not receive a disproportionate cut.
- I'm concerned about avoiding this scenario in the future. For the past several years the Town has awarded COLAs mid-year, after the budget was voted, making it difficult to accurately forecast what we need in the following years' budget to meet the MAR.
- As of today our FY23 appropriation is only a 0.53% increase over the revised FY22 appropriation (as voted at the May 2021 Town Meeting and then the two transfers-in during the year for cost-of-living increases.) This is an insufficient increase to ensure we meet the MAR. Our final FY23 appropriation, however, is likely to increase, however, since the still unsettled HEA contract should include a cost-of-living increase and we will receive a budget adjustment to cover the cost.
- This year I ensure the budget adjustment for the HEA COLA does not exceed what I calculate we need to cover the cost.

#### FY24 Budget and FY24-FY28 Capital Plan Requests

- As of this writing (Oct. 18<sup>th</sup>) I have not received the Selectmen's budget message or FY24 budget instructions.
- I have not received any communication about a potential date for the Trustees to meet with the Capital Outlay Committee. Respectfully submitted,

Virginia Hewitt  
Library Director

Youth Services Report  
10/26/22

Read Around Harwich

The first Read Around Harwich program was October 15th. We visited the Harwich Fire Department where firefighters read books, showed us how they put on their gear, and gave a tour of the firestation. We had an excellent turnout, and the families were vocal in letting us know how meaningful it was for their families. Several parents commented that they hadn't considered how scary a firefighter looks in all of their gear, and how it was a great opportunity for kids to see what that looks like in a safe environment.

Halloween Parade

We are excited that the Halloween Parade will be returning this year! The parade will be on Halloween at 10:30. Preschoolers will meet at the library in their costumes for a short Halloween themed storytime. We will then march over to the Town Hall to "trick or treat" around the building.

School Connections

The Laurel School is regularly visiting the library each week. I am visiting the Harwich Elementary School every Monday to read to almost all of the first through fourth graders on a regular basis. We are currently doing Mock Caldecott with the second through fourth graders at both schools.

I put together a selection of books for an ELL teacher at the MR Middle School, and another selection of books for a special needs teacher. Both teachers needed books that were well outside the usual selection for 5th-8th graders.

Respectfully submitted,

Ann Carpenter  
Youth Services Librarian

Staff Librarian/Tech Services Report to the Trustees  
November 2022

Cataloging

I have been able to keep up with the processing of materials that have been ordered to add to the collection. To speed up the process and give me more time to attach items to the correct records, I have trained staff and volunteers to help with some of the tasks. There are 2 volunteers who I have selected and trained to unpack all of the materials we receive, checking them off the packing slips and sorting them on the carts to be processed. This involves fine attention to detail watching out for release dates, different genres and formats especially in the books for children and young adults. Having them sort the materials will make it much easier should a large volume of materials come in at one time. I will evaluate the success of this over the next few months and will provide more training if needed or if it will need to be done by me once again.

Periodicals

In addition to receiving and processing the print magazines, I have done a bid to 3 companies for our renewals and ordering of 44 print magazines. Thirteen of these titles will be new subscriptions adding titles on subjects that we do not have already and replacing other titles that have ceased publication with similar ones. Once the last company returns their bid, the decision of which company to reward the bid will be made and a contract will be signed by Ginny for the year. Since returning full-time after Covid, the circulation of magazines has increased considerably. One of the major changes we made was allowing the most recent issue to circulate and we will continue to do that.

Commonwealth Catalog

I continue to be the point person for materials requested outside of CLAMS through the Commonwealth Catalog. I process the outgoing items and oversee Pam Paine and Alan Caughey who process incoming materials. Alan and Pam also help to keep it operating smoothly when I am not here. I do the back end work such as watching to ensure holds are moving or suggesting that books be purchased by us or obtained through the Reference Department through the Interlibrary Loan process.

Collection Development

I continue to order all audiobooks and music on CD as I have done for the past 6 or 7 years. While many have begun using Libby (Overdrive) for audio, our circulation of books on CD and Playaways is still strong. In fact, our patrons have told us that we have one of the best collections of Playaways on the Cape.



Since Emily Milan has left, I have taken over the ordering of Fiction, Large Print and the McNaughton books that we mostly use for our Express collection. I make the decisions on what to purchase based upon high demand titles and reading reviews in Library Journal, Booklist and the Book Page that we have available for patrons each month. I use the High Demand Holds feature in the ILS as well as the lists curated by CLAMS in the OPAC. Many of the fiction titles are ordered 2 or 3 months before they are released and need additional copies ordered once the publication date is closer. It takes constant attention to new holds and which items are in high demand. I will continue to maintain the budget sheets Emily used to keep track of budget expenditures to ensure we spend an adequate amount each month.

#### Museum Passes

Since Joanne Clingan left the Museum passes were overseen by both Emily and me. I am now keeping an eye on them to ensure the reservations are running smoothly. I have met with Barbara Obrig, the Treasurer of the Friends of Brooks Free Library, to review the processes used for evaluating and reviewing which passes to renew. I will work with her during this transition to ensure that it all runs as it should.

#### Volunteers

I have been overseeing the volunteers since Emily left and will work with Ann and possibly Carey to make sure they are scheduled and given tasks to do. I have been training some of them to help me with tasks such as unpacking new materials as well as book repair, freeing me up to do other things.

#### Lending Key/Library of Things

I have been working on creating a detailed spreadsheet of all the Library of Things items so it can be sent to the company to add to the Lending Key program that will allow patrons to reserve these materials. This is very time consuming and does not take priority over many of the other duties I have right now. Fortunately, we will pay the year subscription for the software when it actually goes live. The program is written by the same company as the Museum Pass one with which we have had a very positive experience. My hope is that we will have this up and running by the springtime so we can work out any kinks before next summer.

Respectfully Submitted,  
Suzanne Martell, Staff Librarian/Technical Services

**From:** Sean Libby <[slibby@townofharwich.us](mailto:slibby@townofharwich.us)>  
**Date:** October 27, 2022 at 8:03:22 AM MDT  
**To:** Ginny Hewitt <[vhewitt@clamsnet.org](mailto:vhewitt@clamsnet.org)>  
**Subject:** Roof Contract.

Hi Ginny,

Just wanted you to know that funds could not be found to support the amount over the article and the contract will not be going through this year. I am requesting an additional Capital item to increase and support the original article. We will be vigilant looking for leaks and hopefully get this done early summer. Sorry...

Regards,  
Sean Libby  
Town of Harwich DPW  
Facilities Maintenance Manager  
Phone (508) 430-7555  
Cell (228) 365-3434

## FY23 Budget Balances

Updated 10.27.22

AREA OF EXPENDITURE	Appropriated Amt	Spent	Remaining Balance	Percent Spent
Advertising	\$180.00	\$0.00	\$180.00	0%
Dues, Subs & Travel	\$3,524.00	\$376.44	\$3,147.56	11%
Library Materials	\$162,942.00	\$58,461.48	\$104,480.52	36%
Electric	\$27,475.00	\$11,686.94	\$15,788.06	43%
Employee Fringe Benefits	\$370.00	\$0.00	\$370.00	0%
Gas	\$8,867.00	\$298.94	\$8,568.06	3%
Library Supplies	\$13,000.00	\$2,330.96	\$10,669.04	18%
Maintenance & Repair	\$5,700.00	\$253.50	\$5,446.50	4%
Office Supplies	\$5,750.00	\$582.30	\$5,167.70	10%
Professional & Tech	\$50,973.00	\$43,331.82	\$7,641.18	85%
Water	\$1,402.00	\$150.50	\$1,251.50	11%
Total Library Expenses	\$280,183.00	\$117,472.88	\$162,710.12	42%
Wages & Salaries	\$758,150.00	\$245,433.12	\$512,716.88	32%
<b>TOTAL</b>	<b>\$1,038,333.00</b>	<b>\$362,906.00</b>	<b>\$675,427.00</b>	<b>35%</b>