

Brooks Free Library Board of Trustees
Wed. Feb.1, 2023 at 7pm
739 Main St., Harwich MA 02645

1. Call to Order/Attendance
2. Vote to Approve Minutes of Dec. 7, 2022 and Jan. 4, 2023 Trustees Meetings
3. Public Comment
4. Reports:
 - A. Chair
 - B. Library Director
 - C. Review of Staff Reports and Other Information in Meeting Packet
 - D. Building & Grounds Committee
 - E. Liaison from Board of Selectmen

5. Correspondence
 - A. Invitation to Participate in Art Week committee
6. Old Business
 - A. Update on FY24 Budget and Article Submitted for May 2023 Annual Town Meeting
7. New Business
 - A. 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., March 1, 2023 - 7 pm
 - B. Board of Selectmen/Finance Committee Budget Hearings - Sat., March 4, 2023
 - C. Library Board of Trustees – Wed., April 5, 2023 - 7 pm
 - D. Annual Town Meeting - Mon. May 1, 2023 and Tues. May 2, 2023

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, and Library website, 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.*

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

DRAFT MINUTES

1. Call to order/Attendance-7:05pm not present B. Waystack, K. Remillard. Present were J. Brown, L. Cebula, W.Crowell, J. McCarty, J. Wheeler, Library Director G. Hewitt, Barbara Howard and Brian Callow, Senior Vice Presidents and Relationship Managers from Rockland Trust.
2. Annual Meeting with Rockland Trust regarding trust funds – discussion and possible vote.
B. Howard and B. Callow presented a financial report on the status of the Brooks Free Library Trust funds.
3. Vote to approve Minutes of Nov.2, 2022 Trustees Meeting
Motion : J. McCarty Second: J. Wheeler Passed unanimously
4. Public Comment – none
5. Reports
 - A. Chair – none
 - B. Library Director – in addition to her written report, Hewitt reported that she has had two interviews with candidates for the staff librarian position and both were very good. Also – circulation continues to increase to pre-pandemic levels.
 - C. Review of Staff Reports and Other Information in Meeting Packet – Sue Jussell (Town Nurse) is impressed with our new equipment and aids for Daily Living and Dementia. She will inform the COA and the Friends of the COA. We will need a different system for loaning these materials and they will begin to circulate this year.
 - D. Building & Grounds – J. Wheeler will make sure that the wreaths are up for Christmas.
 - E. Liaison from Board of Selectmen – None
6. Correspondence
 - A. None
7. Old Business
 - A. Update on the FY24 BUDGET – None so far

B. Staff Survey - The consensus of the Board is that these surveys would come to the Board beginning in March.

8. New Business

A. Open Hours on Christmas Eve & New Year's Eve – discussion – We will be open 10 to 1.

B. One day closure on Jan. 24th for Training for the new Integrated Library System – discussion and possible vote.

Motion: W Crowell Second: J. Wheeler Passed unanimously

C. Vote to accept Monetary Donations of \$1100.

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

9. Trustee Reports and Requests for next Meeting's Agenda

A. J.Wheeler & J. McCarty will arrange for Staff Appreciation with Stage Stop Chocolate.

B. W. Crowell related a kind and useful interaction with Emily Milan and a student interested in a career in libraries.

10. Upcoming Meetings/Events

A. Library Board of Trustees – Wed., Jan 4, 2023 - 7 pm

B. Library Board of Trustees – Wed., Feb 1, 2023 - 7 pm

C. Library Board of Trustees – Wed., March 1, 2023 - 7 pm

D. Board of Selectmen/Finance Committee Budget Hearings – Sat., March 4, 2023

11. There being no further business Chair L. Cebula called for the meeting to be adjourned.

Motion: W. Crowell Second: J. Wheeler Passed Unanimously

The meeting was adjourned at 8:28pm

Respectfully Submitted,

JoAnne Brown

Brooks Free Library Board of Trustees
Wed. January 4th, 2023 at 7 pm
739 Main St., Harwich MA 02645

DRAFT MINUTES

1. Call to order/Attendance-7:04 Present were J. Brown, L. Cebula, W.Crowell, J. McCarty, K. Remillard, B. Waystack, J. Wheeler, Library Director G. Hewitt,
2. Vote to approve Minutes of Dec.7, 2022 Trustees Meeting – Next month
3. Public Comment – none
4. Reports
 - A. Chair – none
 - B. Library Director

The Library was open 10-1 on Christmas Eve and New Year’s Eve. The number of visitors was very low on Dec. 24th but patrons who came in were happy that the library was open. 17 items were checked out. On Dec 31st more patrons were here. 133 items were checked out. The Noon New Year’s Eve program for children was very attended.
 - C. The Trustees appreciate these reports
 - D. Building & Grounds – None
 - E. Liaison from Board of Selectmen – None
5. Correspondence
 - A. From Carla Burke – thank you for the chocolate snowflakes
6. Old Business
 - A. Change in the closing date for Staff Training for the new Integrated Library System. Instead we will plan for a staff meeting on February 8th with Lunch for the staff prior to the meeting.
 - B. Vote to Submit Technology Article for May 2023 Annual Town Meeting
Motion : W. Crowell Second: B. Waystack Passed unanimously
7. New Business
 - A. Review of the FY24 budget submission (discussion and possible vote)
Motion: W. Crowell to accept the budget as presented. Second: J. McCarty Passed unanimously
 - B. Vote to accept Monetary Donations of \$700.
Motion: J. McCarty Second: B. Waystack Passed unanimously
8. Trustee Reports and Requests for next Meeting’s Agenda - none
9. Upcoming Meetings/Events
 - A. Library Board of Trustees – Wed., Feb 1, 2023 - 7 pm
 - B. Library Board of Trustees – Wed., March 1, 2023 - 7 pm
 - C. Board of Selectmen/Finance Committee Budget Hearings – Sat., March 4, 2023

10. There being no further business Chair L. Cebula called for the meeting to be adjourned.

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

The meeting was adjourned at 7:57pm

Respectfully Submitted,

JoAnne Brown

Library Director's Report to the
Brooks Free Library Board of Trustees
for the Feb. 1, 2023 meeting

1.26.23

PERSONNEL

Staff Librarian Gavin Williams started work on Monday, January 9th and Senior Library Technician Shanaz Petty begin work on Tuesday, January 10th. It is wonderful to have these two positions filled and both are very welcome additions to our staff.

NEW INTEGRATED LIBRARY SYSTEM (ILS)

Key Dates

- Brooks Free Library will be closed to the public on Wed. Feb. 8th to allow all staff members to attend training on the circulation module of the new ILS, Koha.
- Data will begin to be migrated from our current system to Koha on Friday, Feb. 24th and that process will continue through the weekend.
- While data is being migrated we will use an offline module, which has limited functionality. Patrons will be able to check out materials but must have their library card with them to do so. No requests can be placed and we won't be able to fill holds.
- The new staff ILS, Koha and the new public catalog will go live on Monday, Feb. 27th.

Database Clean-up

- Reference Librarian Jennifer Pickett did a tremendous job reviewing documentation on our current Integrated Library System and running reports to ensure we identify patron records for individuals whose cards may no longer be active but whose accounts we want to retain so information on borrowing history or records regarding misconduct are not lost.
- Inactive patron records are normally deleted by CLAMS in an annual patron purge but the pandemic has affected this (expiration dates were extended when libraries were not open, many patrons have only returned to in-person use of the library in recent months or are just returning, etc.) I spent some time running reports to pull data from the system to analyze options and set the criteria for determining the inactive date. Jennifer then performed a global update to flag records that have been active since Jan. 1, 2017 so they wouldn't be included in the system-wide purge of inactive patrons on Jan. 20th. This saved a tremendous amount of time versus needing to manually update thousands of records.
- Approximately 600 inactive Brooks Free Library patron records were deleted in the patron purge. Another 50-100 of our patron records appear to have met the criteria for deletion but still remain in the system so those records will be manually reviewed.
- Other clean-up projects remain to ensure fields in our patron records are correctly coded and that the records of cardholders who were issued replacement cards at another library no longer contain codes assigned to Brooks Library. We'll also be reviewing and removing old fines from records, work that should have been done when we went fine-free. A third area for clean-up is temporary e-cards that expired but were not automatically deleted.

Training:

- In preparation for training on the new system Bywater, the vendor hosting our version of Koha, migrated large amounts of CLAMS data in the fall and set up a training database.
- Staff Librarian Gavin Williams and I attended an all-day Circulation training, held by CLAMS at CapeSpace in Hyannis on January 24th. The new system has many great features that will result in improved functionality for staff and a better patron experience. Bywater can tailor the system to local customer needs, which is a very positive thing, but many decisions have yet to be made by CLAMS staff and/or member libraries on what fields will be included in records and on some aspects of operations where options are available for how we (the CLAMS consortium) want it to work. Good discussions were held with attendees on various options as we reviewed the system and some of those decisions made, but time is short to finalize these details so full staff training can occur.
- Staff Librarian for Technical Services Suzanne Martell and Reference Librarian Jennifer Pickett attended the all-day training on cataloging and acquisitions on Wed. January 25th. They received a good overview of the capabilities of the system but also reported that many decisions that affect cataloging records and processes have not yet been made. Again, some of the discussion that took place yesterday (as I write this on Jan. 26th) provided the feedback necessary to making those decisions, but concerns remain considering how close we are to the go-live date. This system does not offer the “grid ordering” option that simplified acquisitions and cataloging in our current system, so more detailed instructions and training will need to be provided.
- Brooks Free Library staff members will participate in the 4 hour Circulation Essentials training on Feb. 8th. We will prepare written instructions for staff, if not yet available from CLAMS, and work on local hands-on training exercises on the training database in the afternoon and over the following two weeks.
- Training for staff on Aspen, the new public catalog, has yet to be scheduled by CLAMS but will occur in February so they are ready to help patrons navigate the new system and promote the enhancements it offers.

Operations

Workstation for Harwich Historical Society

- The Harwich Historical Society learned just prior to the start of the work on the Brooks Academy Museum foundation this month that they would not be able to access the building during the construction project.
- We were able to assist by providing a work space for them in our Reference Department. Volunteers come in periodically during the week to work on the Past Perfect database, membership, fundraising and newsletter activities.
- They have been very appreciative, it is a pleasure to host them, and it's already provided lots of opportunities for staff members and Historical Society board members and volunteers to get to know each other.

25th anniversary of Library renovation

- The 25th anniversary of the Library re-opening after the two year renovation and expansion project was completed in 1998 is on February 23rd.
- In addition to publicity on this in the local newspapers it would be great to recognize this milestone in some way, perhaps with a program or activities during National Library Week (April 23-29).
- If any Trustees are interested in assisting in this effort, please let me know.

BUILDING MAINTENANCE

Entrance Door Locking System

- Issues with door lock systems have caused problems at closing several times recently.
- On Saturday January 15th I was returned from Hyannis when I received the call about this and could not contact anyone at DPW. I advised the librarian in charge to request assistance from Public Safety and a very helpful firefighter responded. With his assistance we were able to secure the doors for the weekend.
- Facilities Maintenance has been several times in recent weeks, making adjustments to the crashbar mechanism on the doors at both entrances.
- All are operational now but staff members continue to report sporadic problems.
- We have a system to secure doors from the inside, if necessary, since these issues occur in the evening or on weekends when DPW assistance is not available. The building is also well protected by a modern security alarm system.

Flooding in basement Book Sale Room

- Wet carpeting was discovered in the Friends Book Sale room at 3:15 pm on Friday, Jan. 14th. DPW staff leaves at noon, so no assistance was available. I pulled the carpet tiles from a large area of the room, many of them soaking wet, and put them in sealed trash bags to protect the rest of the building from mold.
- This corner of the Book Sale Room has gotten wet several times prior to this. Gutters and downspouts have been cleaned and the drywell checked when this occurs. The cause of this problem has been investigated with no determination as to the cause.
- In rains that followed this latest occurrence I noted water overflowing the gutter in a corner of the building above the Book Sale Room (to the west of the front doors). DPW has now determined that while the gutter on one side of the downspout is 6 inches, the other side (where rain is overtopping the gutter) is 4 inches.
- DPW added a piece of metal to build up that side of the gutter as a temporary fix and are getting quotes to replace the 4 inch gutter. The 4 inch gutter extends around to the front and runs the length of the Brooks Block so there is quite a bit to replace.

- The temporary repair has held in heavy rains this week, with no puddle forming from water overtopping the gutter. The Friends have now re-opened the Book Sale Room.

FINANCIAL

FY24 Budget and Articles

The Town Administrator will present his budget recommendations to the Selectmen at their Feb. 6th meeting. He has scheduled a department head meeting for Friday, Feb. 3rd to advise us of his recommendations. The Town Administrator plans to meet with departments prior to finalizing his budget. I have not yet been scheduled but anticipate it would be in the early part of next week.

Respectfully submitted,

Virginia Hewitt
Library Director

Youth Services Report
January 25, 2023

Winter Vacation Week Programming

We had excellent attendance at our winter vacation week programming, with over 100 people attending various activities. 53 people came to the Noon Year's Eve Party alone. This activity also generated a great deal of positive feedback from parents. Typically only one or two people will make a point to share their feedback, but almost half of the parents went out of their way to speak to me during or after this program. A free program for young children at New Year's was clearly a need the community responded to strongly.

Mock Caldecott

Each school year I spend September through January reading contenders for a Mock Caldecott to the second through fourth graders at Harwich Elementary School. We have just had our vote. Our official school-wide Mock Caldecott winner is Knight Owl, with Somewhere in the Bayou, The World Belonged to Us, and Hot Dog as our honor books. The real Caldecott Committee will announce the official winners on January 30th.

February Vacation

We have a number of exciting programs scheduled for February Vacation week. We're excited to bring back the Family Sheet Fort Night for the first time since 2020! Families can bring sheets to the library to build sheet forts all through the first floor. We will have tours of the forts, play in the forts, and then end the night with an epic game of flashlight tag. This is one of my favorite programs to run, and kids bring it up even years later.

We will also have a magic show by perennial favorite Ed Popielarczyk. We'll be doing another interactive movie, this time with The Lion King. The movie was chosen because HES will be performing the show. We'll also decorate cookies, play with Lego blocks, and do art projects as part of the special programs that week.

New Staff Member

The Youth Services department has welcomed a new staff member, Shanaz Petty. Shanaz is our new Senior Library Tech and will be working in the Youth Services department on Tuesday, Wednesday and Thursday evenings as well as alternate Thursdays and Fridays.

Respectfully submitted,
Ann Carpenter
Youth Services Librarian

Art Week-Task Force

Kara Mewhinney <kmewhinney@town.harwich.ma.us>

Wed, Jan 18, 2023 at
12:53 PM

Good Afternoon,

As we look ahead into the new year we are planning for Art Week. The Department of Cultural Affairs in Harwich has joined forces with the folks at Cape Cod Museum Trail/First Citizens Federal Credit Union to deliver some programming for Cape Cod Art Week. This is an effort to continue a regional approach on Cape Cod as well as join other districts and organizations to provide a week of events throughout the entire Cape Cod. Cape Cod Art Week Dates will be April 30th through May 7th 2023. This is the official week that the Department of Cultural Affairs will be supporting all individuals, organizations, and others within the community to help promote and share their events. <https://www.capecodmuseumtrail.com/programs/cape-cod-artweek/>

In an effort to provide some programming and events throughout the Town the Cultural Affairs Department has decided to develop a working Task Force to help with idea generation, program promotion, collaboration, etc.

The goal of this task force is to create a volunteer group that will help in various avenues for Art Week:

1. Develop programs with their respective organizations/facilities/groups (or speak to current offerings)
2. Support cultural programs by cross-marketing and promoting of activities throughout the Town of Harwich
3. Encourage event/activity promotion by adding your programs to the general calendar that will be made available
4. Provide valuable insight in regards to your respective area of interest in how you can help advocate for arts and culture during the week of interest

You are invited to a Task Force Meeting on ***February 9, 2023 at 2pm located at 204 Sisson Road.*** Please RSVP by using this link <https://forms.gle/pZzpkckis99kfDi19>. In efforts to make a robust working group, I do ask that you share with an organization or individual that you feel would want to be a part of this group. This is not a formal committee and there is no obligation. This is a task force group that will work together to develop a robust art week program for the Town of Harwich, under the direction of the Cultural Affairs Director.

Thank you for your consideration.

Kara Mewhinney
Director of Cultural Affairs
774-212-3482
204sisson.com

FY23 Budget Balances

Updated 1.26.23

AREA OF EXPENDITURE	Appropriated Amt	Spent	Remaining Balance	Percent Spent
Advertising	\$180.00	\$0.00	\$180.00	0%
Dues, Subs & Travel	\$3,524.00	\$391.44	\$3,132.56	11%
Library Materials	\$162,942.00	\$92,773.30	\$70,168.70	57%
Electric	\$27,475.00	\$18,054.13	\$9,420.87	66%
Employee Fringe Benefits	\$370.00	\$720.00	-\$350.00	195%
Gas	\$8,867.00	\$3,589.95	\$5,277.05	40%
Library Supplies	\$13,000.00	\$4,146.27	\$8,853.73	32%
Maintenance & Repair	\$5,700.00	\$615.72	\$5,084.28	11%
Office Supplies	\$5,750.00	\$1,494.47	\$4,255.53	26%
Professional & Tech	\$50,973.00	\$44,301.82	\$6,671.18	87%
Water	\$1,402.00	\$150.50	\$1,251.50	11%
Total Library Expenses	\$280,183.00	\$166,237.60	\$113,945.40	59%
Wages & Salaries	\$758,150.00	\$409,201.41	\$348,948.59	54%
TOTAL	\$1,038,333.00	\$575,439.01	\$462,893.99	55%