

Brooks Free Library Board of Trustees
Wed. March 6, 2024 at 7pm
739 Main St., Harwich MA 02645

Agenda

1. Call to Order/Attendance
2. Vote to Approve Minutes of Feb. 7, 2024 Board of Trustees meeting
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
5. Correspondence
6. Old Business
 - A. Update on FY25 Budget and article– discussion and possible vote
 - B. Update on Implementation of Reorganization – discussion and possible vote
 - C. Potential Meeting with Select Board regarding staffing issues
7. New Business
 - A. Vote to Accept Monetary Donations
 - B. Response to Assistant Town Administrator re: departments, boards and committees’ interest in properties that may be declared surplus by the Town: 172 Queen Anne Road, 178 Queen Anne Road, and 246 Queen Anne Road – discussion and possible vote
8. Trustee Reports and Requests for Next Meeting’s Agenda
9. Upcoming Meetings/Events
 - A. Library Board of Trustees – Wed., April 3, 2024 - 7 pm
 - B. Annual Town Meeting – Wed., May 6 and 7, 2024

Authorized posting officer

Posted by

Virginia A. Hewitt

Brooks Free Library

Town Clerk’s Office

Agenda submitted electronically to Town for posting.

** 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 Meeting
739 Main Street, Harwich, MA 02645
Wednesday, February 7, 2024, 7PM

1. Call to order/Attendance

Meeting called to order at 7:02 PM

Members present: B.Crowell, J.Wheeler, K.Remillard, L. Cebula, B. Waystack

Absent: J. Brown, J. McCarty (both excused)

Also present: V. Hewitt, Director

2. Vote to approve the minutes of January 3, 2024 Board of Trustees meeting
M. Remillard, 2nd Wheeler. V. Unanimous

3. Public Comment none

4. Reports

A. Chair

Chair spoke with SB chair Julie Kavanaugh after sending a letter regarding the reclassification of Deputy Director position. Ms. Kavanaugh informed our Chair that we can be put in touch with Legal to move this forward at Town expense.

B. Library Director as submitted. Also shared that she attended some valuable professional development around the topic and ramifications of book banning. Ensuing discussion pointed to the need to update and revise our policies around meeting room, property and programming. Also had first in-person Legislative luncheon since COVID and it was very successful.

C. Staff Reports as submitted

D. Building & Grounds Sean Libby has a meeting with the Historic Commission regarding replacement of the roof

5. **Correspondence**

6. **Old Business**

A. Update on FY25 Budget as per the Director's Report above

7. **New Business**

A. Vote to Accept Monetary Donations none

B. New Evaluation and Self-Evaluation Forms for Library Director

Thanks go to K. Remillard for a stellar draft revision. Discussion was brief and

Enthusiastic as regards adopting the Self-Evaluation.

Motion made to adopt the first page of the Self-Evaluation form

M. Crowell. 2nd. Wheeler. V. Unanimous

Discussion then moved on to the draft of Director's Evaluation form.

Motion made to adopt the first page of the Director's Evaluation form

M. Crowell. 2nd Wheeler. V. Unanimous

8. Trustees Reports and Requests for next meeting's agenda.

9 Upcoming meetings and events

A. Select Board/Finance Committee Joint Budget Hearings, March 2, 2024

B. Library Board of Trustees Wednesday, March 6, 2024 at 7 pm

C. Library Board of Trustees Wednesday, April 3, 2024 at 7pm

Motion to adjourn at 8:00 PM. M. Wheeler 2nd. Crowell. V. Unanimous

Respectfully submitted,

Bernadette Waystack

Library Director's Report
for Feb. 7, 2024 Meeting of the
Brooks Free Library Board of Trustees

2.29.24

PERSONNEL

Action to Implement Approved Reorganization

- This month the Chair followed up with the Select Board Chair to see when adding the Deputy Library Director to the Personnel Bylaw would be on their agenda, as requested in the Jan. 5th letter.
- The Select Board Chair requested the Trustees seek an opinion from Town Counsel on whether the Trustees have the authority to create positions, i.e., whether position management authority is included as part of personnel authority, prior to putting the item on the Select Board agenda for a vote.
- The Chair submitted a written request to Town Counsel on Feb. 24th.

Alternative to Placing the Deputy Director in the Personnel Bylaw

- Mass. General Law Chapter 78, Section 34 provides Library Trustees with the authority to enter into employment contracts with Library employees.
- This means the Director and Assistant Director could have individual employment contracts with the Trustees.
- If this method is used, no action is necessary on the Select Board's part to add the position to the Personnel Bylaw.

Reclassification of senior librarians

- The Town Administrator met with the union this week to discuss the proposed reclassifications.
- Further updates may be available at your meeting on March 6th.

Vacancies and Staffing Levels

- Staff Librarian Suzanne Martell will be retiring in mid-April. Suzanne has worked in a number of positions during her 25 years at Brooks Free Library so she has a broad understanding of library operations and her institutional knowledge will be greatly missed. Details on a retirement gathering haven't been set but I'll be sure to inform you when plans are finalized.
- The internal posting for Staff Librarian to replace Suzanne should be out next week.
- We're now advertising for Library Assistants, looking for candidates who are available evenings and Saturdays as that's when we've had such difficulty filling shifts.
- As noted above, I have not been able to move forward with filling the Deputy Director position. We expect to fill this position internally, so even when the position is filled it will some months before any resulting vacancies are filled and we are at full strength again.
- I will be out on medical leave from March 13 to 27th. Acting Assistant Director Jennifer Pickett will be in charge in my absence.

CIRCULATION & USE OF RESOURCES

February data is not yet available as I write this report, so the data below is from January:

- 14,367 physical items were checked out at Brooks Free Library, an increase of 2.7% over January 2023.
- Our year-to-date (7.1.23 through 1.31.24) circulation of physical items at Brooks Free Library was 120,016, an increase of 2.7% over the same time period in FY23.
- Our subscription to Newsbank provides patrons the ability to read the Cape Cod Times online just as it appears in print, and it's a periodical database for articles from local and regional newspapers on the Cape and across the state. In January, 8285 Newsbank documents were viewed by our patrons, up 13.9% from January 2022.
- Our patrons downloaded 4037 eBooks and eAudiobooks through Overdrive, an increase of 13% over January 2023.
- The electronic door count of patrons coming into the Library was 6436 in January, up 5.3% from January 2023.

PROGRAMS

On-going Adult Programs

In addition to the three book groups and weekly Knit-Lit group we offer, we're adding three recurring programs this spring:

- Ann Tucker will offer another session of the Pen, Pad and Prompt writers group that she offered last fall. This will be open to attendees of the prior session as well as new participants. The program will be offered weekly on Thursday evenings, as it was in the fall, for a set number of week (to be determined).
- A new Poetry group will be starting, coordinated by two volunteers. Jennifer Pickett and I had a planning with one of the coordinators this morning to discuss options for structuring the series. It will start as a monthly series for the spring and summer with different guest lecturers speaking each session. We can then evaluate how the structure is working based on who is attending and what they are looking for in the program, and make changes as needed for a permanent group starting in September.
- Assistive Technology Coordinator Carla Burke is starting a new monthly program, "Tips, Techniques and Technologies for People with Vision Loss" on the third Tuesday of the month at 10 am. The first program will be held on March 19th. Funding for the additional hours for this series comes from the Mass. Assn for the Blind and Visually Impaired (MABVI) which received a grant from the Cape Cod Foundation to provide four additional hours per week for the Assistive Technology Coordinator for this calendar year.

First Sunday Series

This series is presented in collaboration with the Friends of Brooks Free Library at 2 pm on the first Sunday of the month from October through June. The Friends arrange and pay for the performers and presenters and the Library funds the program coordinator to open, close and be present in the building.

- Feb.'s program featured a talk by former state representative and local author Kathleen Teahan, "From Toll House to State House" and was well attended.
- The program for this Sunday, March 3 is a talk by Betsey Bray on children's author Maurice Sendak, author of "Where the Wild Things Are."
- The remainder of this year's lineup for the First Sunday series includes:
 - April 7th -musical program: Duel with Amy and Mike.
 - May 5th - "The Garden Lady" C.L. Fornari
 - June 2nd - a musical performance by Crabgrass Bluegrass

Programs for children and youth

- More information on this month's programs and upcoming programs will be provided in the Youth Services report so I will only note here that we offered an amazing 35 programs for children and youth this month - none of them with a paid performer, all presented by Youth Services Librarian Ann Carpenter.
- This is an extraordinary effort by Ann, far surpassing the number of youth programs typically provided by libraries.
- In addition to the number and variety of programs, what is also remarkable is that Ann puts the same energy and enthusiasm into ensuring each program is a quality offering, whether it's 50 people attending story-time or 2-3 middle-schoolers engaging in fun and educational activities after school.
- In addition to the 35 programs Ann presented this month at the Library she also conducts 18 story-times and book talks each week at Harwich Elementary School.
- We also hosted a 4-week yarn crafting series for teens offered by the Harwich Youth Counselor in January and February.

FY25 OPERATING BUDGET

- The Library Trustees were not scheduled to participate in the joint Select Board/Finance Committee budget hearings on March 2nd.

Respectfully submitted,

Ginny Hewitt
Library Director

Acting Assistant Director/Reference Librarian's report for March 2024

I continued to work on previously mentioned activities and projects this month and I covered a lot of shifts for sick/out staff at the circulation and reference desks.

Personnel: We now have an "employment" posting on our website for subs (Library Assistants). Over the next few months I hope to help recruit, hire, and train a few more folks who can help us provide desk coverage which is especially needed on nights and weekends. When we are fully staffed there should be less of a need for these hours but it is always valuable to have someone who is able to come in on short notice and who isn't already on the schedule. These postings often attract a lot of unqualified candidates but I intend to be very selective when hiring as training someone without specific experience with the ILS is a big investment of time, but if we are able to pick up one or two more dependable folks it will be worth the effort.

Thematic Discussion Group: I ran another session of the 'Books and More' group that I started in August. The theme of the night was "Longevity" and I was happy to see that three new people who have never attended before showed up. This group has been more work than I originally intended, but I am happy to be offering an alternative to typical bookgroups and feel I have created a group where everyone feels welcome and can share their knowledge gained from reading/listening/viewing great books on a topic. Here is the complete list of themes.

August 2023- Wildlife on Cape Cod

September - True Crime on Cape Cod

October - Books About Indigenous Peoples

November - Books About Lincoln

December - Comedian Biographies

January- Celebrity Biographies

February- Longevity

March - Animal Behavior and perception

April - Generative Artificial Intelligence and Humanity

May - Shipwrecks

June 2024 - Art Theft

Respectfully submitted,

Jennifer Pickett, Acting Assistant Director/Reference Librarian

Youth Services Report

Feb 29, 2024

February Vacation

We had a good turnout for our February vacation special programs. We had 47 people for our Bluey party, celebrating a popular Australian program that showcases imaginative play. There were 48 participants in the Cookie Decorating. Perhaps I should not be surprised that the How to Be Annoying Class only garnered 10 participants, but the families that did attend gave a lot of positive feedback. We had 30 people for the Stuffed Animal Sleepover. If you'd like to see the slideshow, it is here:

https://docs.google.com/presentation/d/1AziicaFUhE6EyBL4hgV9PsS9onwB0lc_FCbbw2RwWfQ/edit#slide=id.p

Our free build Lego day had an unexpectedly high turnout, in part because the Latham Center brought several van loads of disabled adults to participate. When the room became too crowded, I discussed with one of the aides that the program was more geared towards children, but we would be happy to run a program specifically for their clients. I gave her my card to give to their programming coordinator, but we keep missing each other in trying to set up a telephone call.

Respectfully submitted,

Ann Carpenter
Youth Services Librarian

Staff Librarian - Technology
March 2024
Report to the Trustees of Brooks Free Library

Technology

I placed an order for five more circulating hotspots to add to our collection, which will increase availability for the public, bringing the number of our circulating hotspots up from three to ten, as two have gone missing and two in-house use hotspots will be made circulating. I resolved an issue with our Useful OPAC stations where they were unable to connect to the server, and performed upgrades on our Word Processing station. I also continue to open tickets with Barnstable County/Harwich IT as phone issues come up.

Reference

I continue to work the Reference desk for several hours, with staff outings increasing my time on the desk and decreasing my off-desk time. Much of my time is spent answering hundreds of reference questions, assisting with technology help, and other needs.

PR

I created signage and posted information for Carla's Tips, Techniques and Technologies group and added publicity that we are hiring for library assistants on our social media and website.

Collection Development

I began to use Cost Per Circ (CPC) for some popular titles on OverDrive/Libby and started with a smaller budget of a maximum of \$500/month. Instead of purchasing one copy of a book that can be checked out by one patron at a time, we can now select titles and the library is charged per checkout. This allows us to fulfill more holds for popular titles and decrease some wait times for our patrons. This relies on publishers making titles available in this lending model, so unfortunately some titles like *The Women* by Kristin Hannah, which currently has over a thousand holds, cannot be purchased using the CPC model. The response was immediate, with our February budget (purchased on 2/28) gone by the end of the day without any PR postings. I am considering increasing the maximum budget, but that will affect how much can be spent on other titles in the system.

I purchased 43 ebooks and 17 e-audiobooks, and our monthly CPC budget was spent, fulfilling almost 50 holds for our patrons.

Future Work

Continuing to work on upgrading our circulation computers, planning an upgrade of the Thornton Meeting Room, and preparing for a Books and More discussion on Generative AI.

Respectfully submitted,
Jamie Thornton
Staff Librarian

Staff Librarian - Circulation
February 2024 Report for
March 6th, 2024 Trustees of Brooks Free Library Meeting

Circulation

Circulation activities in February have continued to include clean up and patron record management. There were approximately 13,500 checkouts and renewals of items in February. We have continued to send "long overdue/lost" bill notices to patrons, limiting the notices to patrons who were recently listed as having long overdue items (i.e., 42 days or more past the due date). We have sent approximately 30 notices in January.

Patron Services

I continue to monitor new e-card registrations to check on non-Massachusetts registrants applying for cards, however, in February there were only local Harwich and neighboring town residents successfully registering (thanks to the new statewide Quipi system's screening process). The new CLAMS Library Network app continues to be received well by patrons, with minimal complaints or requests for assistance.

Circulation/Library Communication

A Circulation Circular was sent to staff with reminders about Circulation processes, requests for any questions that can be presented at the upcoming March PubServ meeting, and a reminder about the Safe Library Basic Training videos which are available for staff to view online.

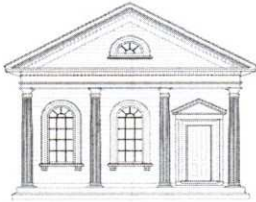
Future Work

We will work on checking for items that are currently showing as "Missing" in the system, to confirm they are not actually on the shelves and carrying out ongoing work on patron account clean up, including Institution cards. I continue to learn additional elements in processing Commonwealth Catalog (ComCat) items, conduct in transit claims, and order books (via McNaughton) as part of a transition to carrying out these, and other, tasks. Planning is underway for the upcoming summer season, including a review and update of training materials for any new staff.

Personal Development

I continue working on my current course (Information System Retrieval Design) for my online MLIS program at San Jose State University; I plan on taking advantage of any other relevant online trainings offered by CLAMS, MBLC and other organizations, as time permits.

Respectfully submitted,
Gavin Williams, Staff Librarian - Circulation



**Brooks Free Library
Board of Trustees**

739 Main Street
Harwich MA 02645
508-430-7562

From: Linda Cebula, Chair, Brooks Free Library Board of Trustees
To: David Jenkins, K-P Law
Subj: Request for opinion of Trustees position management authority
Date: Feb. 23, 2024
CC: Julie Kavanagh, Chair, Harwich Select Board
Joe Powers, Town Administrator
Trustees, Brooks Free Library

At the suggestion of the Chair of the Select Board I am forwarding this request for an opinion:

Question Does the Trustees' personnel authority in the Town Charter include position management authority, i.e., the ability to determine how duties are grouped into positions, the qualifications required for positions, the appropriate pay grade of positions, the ability to modify the duties and responsibilities of positions, to combine and eliminate positions, and create new positions, to set and modify the organizational structure?

Trustees Position The Trustees believe position management authority is an inherent part of personnel authority. We have approved and implemented five prior reorganizations in the past 25 years and numerous reclassifications (including creating new job titles and determining the appropriate classification of positions). Once approved, the Board of Trustees relay their decision to the Town Administrator and Select Board for implementation if they require collective bargaining (Library employees are not in a stand-alone Library-only bargaining unit) and/or changes to the Personnel Bylaw.

The Select Boards have not questioned the substance of the Trustees' personnel decisions, including decisions about positions, titles, grade levels, and have, in the past, stated they acknowledge and respect the Trustees' independence in this area.

The Trustees do not assert that they are independent of the overall financial control of Town government, and we acknowledge we are required to operate within the parameters provided by collective bargaining agreements, the Personnel Bylaw and other Town-wide policies when making personnel decisions. Funding must be available or requested to implement Trustee decisions on personnel and organizational matters. However, control of the substance of personnel and organizational decisions is given to the Trustees in the Charter and has been acknowledged by current and past Select Boards.

Current Issue Following a lengthy review process the Board of Trustees voted on Jan. 3, 2024 to approve a reorganization of the management structure of the library, approving the new position of Deputy Library Director at Grade M4 in the Personnel Bylaw. The Deputy Director will supervise the three public service departments of the Library, the Circulation, Reference, and Youth Services departments, all headed by professional librarians with subordinate staff members. Sincere funding for this position at this grade level was included in the FY24 budget and approved

at the May 2023 Annual Town Meeting, the Charter requirement for Town Meeting approval has been met and the funds are available for this position.

While the Deputy Library Director is a new position, we are not increasing the number of full-time positions. We are reallocating the existing authorization for positions as we do not currently plan to fill the vacant Assistant Library Director position. The Assistant Director position should remain in the Harwich Employees Association union, just as the Assistant Town Planner has remained, as unfilled but authorized.

The Trustees informed the Select Board on January 5, 2024, of their vote to establish the Deputy Library Director and asked the Select Board to implement their decision by adding the position to the Personnel Bylaw at Grade M-4.

The attachments provide information on the changes made in this reorganization, but the overarching question is whether position management authority is included in the Trustees personnel authority.

As stated above, we believe the ability to create positions and other position management decisions are an inherent part of personnel authority. Without control over positions and the organizational structure the Trustees could not fully exercise their authority and would not have the independence intended (and provided) in the Charter. The Select Board has supported the Trustees' independent exercise of their authority on the substance of personnel and position matters.

If deemed necessary or helpful to avoid future misunderstandings we can submit a Charter change to specifically include position management authority, so this issue does not arise in the future, an issue that we thought was settled but has arisen again.

MGL Chapter 78, Section 34

The text of MGL Chapter 78, Section 34 provides Library Trustees with the authority to enter into employment contracts with Library employees. We have not exercised this ability in the past but if would speed things along we could do so for both the Library Director and Deputy Library Director. There would then be no need for a Select Board vote to add the Deputy Director to the Personnel Bylaw. This seems unnecessary, however, as we hope this issue can be easily resolved.

Summary

Additional information on this specific reorganization can be provided, but again, the question we are asking is more general: Does the personnel authority provided to the Trustees in the Town Charter include the ability to create positions (i.e., position management authority.)

We appreciate your attention to this. The Library Director and I would be happy to meet with you, if needed, to discuss this matter further.

Enclosures:

Trustees Jan. 5, 2024, letter to Select Board Chair, with attachments: Deputy Director position description and new organization chart.

From: Meggan Eldredge <meldredge@harwich-ma.gov>

Sent: Wednesday, February 28, 2024 3:00 PM

Subject: Request for a response: disposition of property

Good afternoon,

You are receiving this email because you are either a Department Head, Board or Committee Chair or committee member for the Town of Harwich.

The Select Board is contemplating placing articles in the 2024 Annual Town Meeting Warrant for the disposition (sale to the general public) of three parcels of Town-owned land.

The parcels are shown and described on the attached document. The addresses are:

172 Queen Anne Road

178 Queen Anne Road

246 Queen Anne Road

In order to be disposed of, the Select Board must declare the parcels as "surplus". At this time, Administration is requesting all Department heads, Board and Committee Chairs to review the attached document and determine if you have a need/use for one or more of the parcels. The Select Board will review the responses and determine if the parcels should be declared surplus or not. Please record your response in the poll below before March 19th.

<https://forms.office.com/g/G38tNAAqMz>

Thank you and please email me if you have any questions.

Meggan

Meggan Eldredge, MPH, MCPPO
Assistant Town Administrator
508-430-7513



See Map 59

See Map 63

See Map 67

See Map 57

See Map 48

TOWN OF HARWICH
DISPOSAL AREA

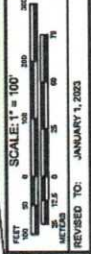
THIS MAP IS FOR ASSESSMENT PURPOSES. IT IS NOT VALID FOR LEGAL DESCRIPTION OR COMPANION.

THE HORIZONTAL DATUM IS THE MASSACHUSETTS STATE PLANE COORDINATE SYSTEM, NAD 83.

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CAI Technologies
1000 STATE STREET, SUITE 200
HARWICH, MA 02543

LEGEND

- ANALYZED
- STREET PARKING
- TOTAL PLANT
- SEWER
- WATER



PROPERTY MAPS
HARWICH
MASSACHUSETTS

INDEX DIAGRAM

17	18	19	20
21	22	23	24
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MAP NO.
58

Full parcel information packet will be available at the Brooks Free Library
Board of Trustees meeting on March 6, 2024. *Packet is 32 pages

FY24 Budget Balances

As of 2.29.24

AREA OF EXPENDITURE	Appropriated Amt	Spent	Remaining Balance	Percent Spent
Advertising	\$180.00	\$0.00	\$180.00	0%
Dues, Subs & Travel	\$3,600.00	\$1,792.46	\$1,807.54	50%
Library Materials	\$173,019.00	\$106,328.69	\$66,690.31	61%
Electric	\$31,000.00	\$20,178.41	\$10,821.59	65%
Employee Fringe Benefits	\$600.00	\$0.00	\$600.00	0%
Gas	\$9,445.00	\$5,978.40	\$3,466.60	63%
Library Supplies	\$18,000.00	\$9,596.20	\$7,588.77	53%
Maintenance & Repair	\$5,907.00	\$1,416.61	\$4,490.39	24%
Office Supplies	\$5,850.00	\$3,409.58	\$2,440.42	58%
Professional & Tech	\$51,397.00	\$46,255.02	\$5,141.98	90%
Water	\$1,402.00	\$816.33	\$585.67	58%
Total Library Expenses	\$300,400.00	\$195,771.70	\$104,628.30	65%
Wages & Salaries	\$819,809.00	\$486,683.52	\$333,125.48	59%
TOTAL	\$1,120,209.00	\$682,455.22	\$437,753.78	61%