

Brooks Free Library Board of Trustees
Wed. April 3, 2024 at 7pm
Thornton Room, 739 Main St.
Harwich MA 02645

Agenda

1. Call to Order/Attendance
2. Vote to Approve Minutes of March 6, 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. Draft Charter Change Language for Board of Trustees – discussion and possible vote
7. New Business
 - A. Vote to Accept Monetary Donations
 - B. Vote to Accept Grant Donation in the amount of \$3323.60 from the James B. and Helen P. Athens Fund of the Cape Cod Foundation
 - C. Review of Trustee Bylaws – discussion and possible vote
8. Trustee Reports and Requests for Next Meeting's Agenda
9. Upcoming Meetings/Events
 - A. Annual Town Meeting – May 6 and 7, 2024
 - B. Library Board of Trustees – Wed., May 8, 2024 - 7 pm
 - C. Annual Town Election – May 21, 2024
 - D. Library Board of Trustees – June 5, 2024 – 7 pm

Authorized posting officer

Posted by

Virginia A. Hewitt

Brooks Free Library

Town Clerk's Office

Agenda electronically posted to Town website.

** 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, March 6, 2024 7PM**

DRAFT

1. Call to order/Attendance W
Meeting called to order at. 7:01 PM
Members present: W.Crowell, J. Brown, J. Wheeler, L. Cebula, B. Waystack,
K. Remillard.

Absent: J. McCarthy
Also present: V. Hewitt, Director, T. Murray, guest
2. Vote to approve the minutes of February 7, 2024 Board of Trustees meeting
M.Crowell 2nd. Wheeler V. unanimous
3. Public Comment: none
4. Reports
 - A. **Chair:** Chair reported on a note sent and addressed to the Board of Trustees. It was unsigned and had no return address so direct response is not possible. It was pointing to the lack of adult programming as compared to children's. One is not being sacrificed for the other. Staffing is an issue but also there is a great deal of programming in the community and our mission is to be a library.
 - B. **Library Director** as submitted. Additionally some clean up has been done on the website as the Town prepares to migrate to the new system; participating in a Wellness Fair at The 204; phone contact with Barnstable County about partnering in the future on projects.
 - C. **Staff Reports** as submitted
 - D. **Building & Grounds:** The roof plans passed with the Historic Commission and we will be moving forward with a new roof. Sean Libby has been asked to put together a plan for someone to be the overseer of the custodial staff.
*Motion for the Trustees to write a letter in support of hiring a custodial supervisor.
M. Wheeler. 2nd. Brown. Vote: unanimous*
5. **Correspondence** none other than anonymous note referenced above in Chair report
6. **Old Business**
 - A. Update on FY25 Budget and article- discussion and possible vote
No further information or discussions regarding FY25 Budget
 - B. Update on Implementation of Reorganization - discussion and possible vote
No present discussion pending Item C
 - C. Potential meeting with Select Board regarding staffing

No information or input at this point as the meeting is not yet officially scheduled or posted

7. New Business

A. Vote to accept monetary donations.

Motion to accept donations totaling \$75.00 to the Brooks Free Library Gift Account as Robert and Linda Ford Memory of Patrica Ford Barnicle

M. Cebula. 2nd. Wheeler. Vote: unanimous

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.

The Trustees are on record as having no interest in the above properties.

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

9 Upcoming meetings and events

A. Library Board of Trustees Wednesday, April 3rd at 7 pm

B. Annual Town Meeting, Monday, May 6th at 7pm

Motion to adjourn at 7:53 PM. M. Crowell. 2nd Wheeler. Vote: unanimous

Respectfully submitted,
Bernadette Waystack

Library Director's Report
for April 3, 2024 Meeting of the
Brooks Free Library Board of Trustees

3.28.24

PERSONNEL

Retirement of Suzanne Martell

We'll be holding a drop-in public retirement/farewell gathering for Suzanne on her last day, Friday, April 12th. Please stop by if you're available.

Staff Librarian Filled

- After an internal posting of the Staff Librarian vacancy created by Suzanne's retirement, I've selected Alan Caughey, and the promotion was effective this week (March 25th.)
- Alan has been working as a Senior Library Technician in our Reference Department for 2 ½ years, providing technology assistance and education, management of inter-library loans, data collection, and serials management tasks in addition to providing reference services.
- With 11 years of experience in Circulation and Technical Services at other libraries before he came to us, Alan has a great understanding of library operations that will be very useful for this generalist Staff Librarian position.
- Alan has already proven himself to be a real asset to the Library and should be very successful in this new role. He's been training on the technical services functions with Suzanne, which will ensure a seamless transition.

Job Openings

- We've been advertising for substitute Library Assistants, looking for people with library experience, if possible, but also for people who are available for late afternoon /evening and regular Saturday shifts. Acting Assistant Director Jennifer Pickett and Staff Librarian Gavin Williams are managing this search and will be interviewing and selecting candidates.
- With Alan's promotion to Staff Librarian we're now recruiting for part-time Senior Library Technician. The internal posting closes March 28th. We don't expect internal candidates our union staff are already at this pay grade, and within the HEA there are very few part-time positions, if any, outside of the Library. If there are no internal applicants we'll begin the external recruitment process on March 29th.

Job Descriptions

- This month I've been working on new job descriptions for the three senior librarians. The current job descriptions are from 2008 and much has changed in that time. The job descriptions were also fairly basic and didn't adequately describe the range of duties, complexity of duties, supervisory responsibilities, knowledge, skill and abilities required, etc.
- Each job description will now have standard text for the duties that are performed by all senior librarians, such as qualifications and experience, work environment, etc., with added sections and statements individualized for each position's area of specialization.

- These job descriptions were just provided to Administration. Some minor changes may be suggested along with changes in format or arrangement of sections, but I believe the content of the job descriptions to be solid descriptions of the positions.

Medical Leave

My medical leave was changed last minute, so I was not out for two weeks in March. I have now have a new date. I'll be off beginning April 11th and returning on April 29th.

CIRCULATION & USE OF RESOURCES

Below are some February 2024 statistics. (March data is not yet available)

- 13956 physical items were checked out at Brooks Free Library, up 4.9% from Feb. 2023.
- Our year-to-date (7.1.23 through 2.29.24) circulation of physical items at Brooks Free Library was 133972, an increase of 2.95% 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 is also a periodical database for articles from local and regional newspapers on the Cape and across the state. In February, 7820 Newsbank documents were viewed by our patrons, up 28% from Feb. 2023. (Note: While this is an amazing increase, but use of Newsbank trends up or down based on current events.)
- Our patrons downloaded 3882 eBooks and eAudiobooks through Overdrive, an increase of 24% over Feb. 2023. (The large increase is due to several days where the service was impacted when CLAMS was migrating to the new automated system at the end of Feb. 2023.)
- The electronic door count of Library patrons was 5977 in Feb., an average of 249 patrons per open day. This was a decrease of 188 patrons (-3.0%) compared to Feb. 2023

PROGRAMS

Library's Destination Imagination Teams Win State Tournament

- When Ann started her Destination Imagination (DI) program many years ago the Elementary and Middle Schools had DI teams, so Ann started the Library program to provide an opportunity for homeschoolers to participate.
- This year Ann coached an elementary team for younger children and a team for middle schoolers. The culmination of the program is a state-wide tournament in the spring.
- This year both Library teams took first place at the state tournament!
- The March 21st edition of the Cape Cod Chronicle had a great article about this on page 5. I'm including a scan of the article in your packet.

New monthly program for people with sight loss

- The first session of Assistive Technology Coordinator Carla Burke's new program Tips, Techniques and Technologies for People with Sight Loss on Mar. 19th was very successful.
- Attendees were grateful for the opportunity to get together, reporting this kind of group is something they've been missing in their lives.
- The next session will be April 16th.

Friends of Brooks Free Library "First Sunday" Series

- The March First Sunday program featured a well-attended talk by Betsey Bray on the late Maurice Sendak, author of "Where the Wild Things Are" and other children's books
- The next program will be a musical performance on April 7th, "Duel with Amy and Mike." The program begins at 2 pm and refreshments will be served.
- The final two programs of 2023-2024 series will be "The Garden Lady" C.L. Fornari on May 5th and a musical performance by Crabgrass Bluegrass on June 2nd.

Update re: Book Klatch Book Group

- This long-standing book group meets on the 4th Tuesday evening of the month and has been led by Staff Librarian Suzanne Martell.
- With Suzanne's retirement the future of this group was in doubt as other librarians and Senior Library Technicians are already involved with other book groups and, in addition to availability of staff members, the personality and style of the coordinator makes a difference to attendees. Transitions are difficult so there needs to be a good match of a coordinator with an existing group.
- The group participants expressed misgivings but were willing to try to run the discussion themselves, but I was concerned participation would slowly dwindle without a leader.
- Suzanne was away this past week, however, and asked Executive Assistant Carey Sims to run the March session. Carey thoroughly enjoyed running the discussion at this meeting and the attendees did as well. They asked her to become the coordinator and after checking with me, Carey has agreed to take on this additional assignment. This is great news as it ensures this book group will continue.

Eclipse Viewing event

- The Library will be offering a special Eclipse Viewing program in Brooks Park on April 8th, in conjunction with Larry Brookhart of the Harwich Observatory.
- Larry will be bringing a solar scope and other equipment.
- We've purchased a small supply eclipse glasses to give out at the event and for attendees to share, but are asking attendees to bring their own, if possible.
- Assistant Director Jennifer Pickett is coordinating this event and will provide more information in her report.

BUILDING MAINTENANCE

Roof Project

- The roofing contractor began delivering materials and equipment on March 18th, expecting to begin work on March 21st.
- Unfortunately the weather has not cooperated, with strong winds and/or rain every day since then.
- Work is expected to take a week once it begins, but will take longer if weather interrupts the work.

- DPW may block off the side of the parking lot closest to the building once the project begins.

Repairs to interior doors to Main St

- The DPW Facilities Dept plans to removed the interior doors leading from the Circulation area out to Main St and take them to their shop for repairs.
- The header and side of the doors are separating, causing the doors to hit each other, making them extremely difficult to open.

FY24 BUDGET

A spreadsheet of year-to-date FY24 expenses is included in your packet.

Respectfully submitted,

Ginny Hewitt
Library Director

Acting Assistant Director/Reference Librarian's Report for April 2024

Personnel:

As of today (3.28.24) we have received 12 applications for the Library Assistant (subs) position. Although many of these applications came in incomplete (correct forms not submitted, directions not followed), a few are very promising. Only one applicant has Koha experience so other candidates would require significant training. The Senior Library Tech position (19 hour HEA position, no benefits) closes today to internal applicants and will soon be posted in the Chronicle and to Clams members, etc. Candidates for these positions will likely overlap somewhat so it made sense to delay interviews until both positions were widely advertised. I am looking forward to going through the process to fill these positions with Gavin Williams (Staff Librarian, Circulation), who will be their supervisor and who will manage their training.

Alan Caughey started this week as Staff Librarian, Technician Services and is already unpacking and cataloging items as well as continuing to work 18-20 hours a week at the Reference Desk. His cataloging experience at his previous position in Mashpee as well as his experience over the past two and a half years here will help to make this a smooth transition. He will continue training with retiring librarian Suzanne Martell over the next few weeks. I revised the Reference desk schedule (version 1 for 3/26 - 4/12/24, version 2 for the days after that at present staffing, and version 3 for when we are fully staffed), then arranged for several other staff to slightly shift their schedules to make it work.

It would make everyone's jobs a lot easier if we could be fully staffed before the start of our very busy summer season so that schedules could be determined and tasks assigned. I will do whatever I can to assist in the furtherance of this goal.

Network meetings:

I attended the Bibliographic Services Advisory Group meeting on March 12 representing Brooks Free Library (Alan Caughey will be attending this meeting in the future). The majority of this meeting was focused on issues brought forward by Clams staff who have indicated that all agenda items should go to them first before being added to the Bib Com agenda. Despite these limitations, it was a productive meeting and one issue advanced to the Clams Membership meeting that occurred the next day.

Immediately following this meeting, a smaller group of us had a planned meeting to discuss 'Acquisitions' issues involving Koha. I had initiated this meeting several months ago driven by my frustrations with the lack of ability to pull data out of this system. We were promised the same functionality with Koha that we had with our previous system (create lists on Sierra) but that access has not come to fruition. This meeting was a good starting place to share information and concerns, many of which I will follow up with in the coming months. I pointed out to this group that I had noticed that we had 1,274 holds on the ebook title "The Women" by Kristin Hannah in the Clams system. I had never seen the 1000 holds threshold passed before, and certainly not for a E-book (1000 of these holds were for Clams library patrons and the

remainders were from outside of the network). As of this writing there are 1,336 holds for this ebook and 756 holds for the regular print copy. There are 726 holds for the E-Audiobook. We discussed the challenge of keeping up with the patron demand for these very expensive digital items.

Membership:

I attended the Clams Membership (Directors) meeting in place of Ginny on March 13. I had intended to mostly listen at this meeting but several agenda items were very familiar to me and I was asked to comment and I did so via chat as I was sick and had lost my voice that day. I followed up with Amy Andreasson (Eldredge Library Director) when I saw her in person at the meeting on March 26.

Censorship Meet-up:

This meeting was arranged and hosted by Chatham on March 26 to allow libraries to share information and ideas with each other regarding book challenges and other censorship issues. At this meeting we all shared our 'Request for reconsideration' forms and discussed policies and procedures. Tammy DePasquale (AD in Chatham) alerted us to two groups in Massachusetts that are specifically trying to ban books - MassResistance, and Moms for Liberty (Plymouth chapter). Everyone at this meeting was very willing to talk openly and share their experiences. It was great that all our neighboring libraries had representatives there (Chatham, Orleans, Brewster, Dennis Public, as well as Provincetown and Woods Hole). It was agreed to meet again in May to continue these conversations.

After this meeting I met with Amy to discuss the "Future of Reference Roundtable" that she had brought up at membership. This group that I have been actively involved with for many years, has stopped meeting as no member felt they could devote the time to chair the group. Many former members of this group are now directors and had said that they enjoyed those meetings, found them very helpful, and wanted to support the group going forward. Amy said she found someone new who could possibly chair the group with some support, so I volunteered to give my assistance for suggested agenda items and field trips for the group.

Respectfully submitted,

Jennifer Pickett, Acting Assistant Director

Youth Services Report
March 27, 2024

Destination Imagination

We have two teams of homeschooled children participating in Destination Imagination, an international competition based around creativity, engineering, and teamwork. We have participated in the past, but this was the first time since the Covid shutdowns that we were able to form a team again. This year, both of our teams took first place at the state wide competition. Next year we plan to expand the program for students who are not homeschooled, as the Monomoy school system does not appear to be running any teams at this time.

April Vacation

I am going on vacation for two weeks in April, and have spent time this month putting into place procedures for while I am away. Senior Library Tech Shanaz Petty has attended several of my story times, taking over more of the story time activities each time, so that she will have the practice needed to confidently conduct the story times in my absence. Since my vacation will overlap with the school's April Vacation week, we have also set up several activities that she feels comfortable running without support.

On Tuesday of vacation week, we will have a Costume Creation Day, with supplies to make costumes available all day. This allows children to have fun at the library at their own pace, and also means that we are unlikely to be overwhelmed with participants at a given time of day. Wednesday's Lego Day has been similarly set up. Thursday Shanaz is going to run a Tea Party at 2:30, and on Saturday the 20th an outside performer will be putting on a Science Storytelling show that combines science demonstrations with storytelling.

Teen Book Group

The Youth Services team was approached by an eighth grade student about forming a teen book club. We met with the student to determine what she was looking for in a book group, and have formed a new teen book group that will meet regularly at the library. We have three participants at present.

Respectfully submitted,

Ann Carpenter
Youth Services Librarian

Brooks Library Teams Win Destination Imagination Tournament

by William F. Galvin

HARWICH – Two homeschool teams sponsored by Brooks Free Library finished in first place in a statewide Destination Imagination tournament earlier this month. The competition requires teams to employ engineering skills and creativity to meet challenges placed before them.

This is the first time two teams from Brooks Free Library have finished first in their categories in the statewide competition put on by the nonprofit Destination Imagination organization, according to Youth Services Librarian Ann Carpenter, who serves as team coach.

The competition requires a team to work together using engineering, creativity, theatrical skills, arts and other talents and abilities to complete challenges presented to them at the tournament for the first time.

"It's an instant challenge we know nothing about," said Carpenter.

"I loved my experience with Destination Imagination this year because it was challenging," said Max Stewart, a member of the middle school team. "It got me to do things that I've never done before, and it got me out of my comfort zone. I also learned how to work as a team."

"I am thankful I learned how to be affirming of other people's ideas and add my own ideas to the solutions to solve the challenges. I made new friends and we had fun working together as a team," added Aurora Stewart, an eight-year-old on the elementary school team.

There are two competitions statewide



Harwich homeschoolers won the Destination Imagination tournament elementary school-age statewide competition. Team members are Hadley Moeck and Callen Camerlengo-Ford with Sara Girardin, Shahnaz Teixeira, Anna Girardin and Aurora Stewart. COURTESY PHOTOS

each year, and the library brought elementary and middle school homeschool teams to the March 10 competition in Beverly. Carpenter said the tournament allows public, private and homeschool teams in various age categories to compete.

Brooks Free Library, which provides homeschool programs centered around Destination Imagination challenges and has a homeschool activities club, sent a six-member elementary school-age team and a three-member middle school-age team to the tournament. The elementary school team consisted of Shahnaz Teixeira, Sara Girardin, Callen Camerlengo-Ford, Anna Girardin, Aurora Stewart and Hadley Moeck. Middle school team members were Max Stewart, Elliott Comstock and Luke Sparrow.

The elementary team did an improv



The Harwich homeschoolers middle school-age team also won the statewide competition. Luke Sparrow performs acrobatics in a skit with Elliott Comstock and Max Stewart during the competition.

challenge, said Carpenter. They were provided a box containing costume elements and researched stock characters, such as a pirate or a teacher. When a hero shows up, they must determine what they expect the hero will do or look like and characterizations such as that. They then weigh a dozen different intensifiers, such as sad or gloomy, said Carpenter.

Then the team picks out of a hat one stock character and one intensifier and they must create a two-act play featuring the stock character in a costume that reflects the one intensifier. The team is given up to 15 minutes to write a two-minute skit and build a tower out of ping-pong balls. The appraisers assess how well the students received the challenges and how well the team worked together.

"Our final product was a damsel in

distress who was newsworthy and had to teach a fish to sing," Carpenter said of the winning scenario.

The middle school team chose the engineering challenge and had to build a modular device that could fling bean bags accurately onto a target. Then the device had to be taken apart and reassembled with a different configuration that could also fling bean bags at a target. They also had to incorporate the modular machine into a short play written by the improv team.

"They did a fantastic job. Both teams took first place in their categories," Carpenter said.

"I appreciate my team and my leader for letting me include acrobatics in the story," said Luke Sparrow of the challenge put before his team.

Added parent Joy Sparrow, "It is my opinion that win or lose, the experience of participating in DI is a success due to the strong leadership of Ann, including her ability to engage the children's imagination, and consistently create an atmosphere of inclusion and acceptance."

"There is no one like Ann!" said parent Colleen Stewart. "She provided an environment of energy, enthusiasm, creativity and faith in the kids to work together to solve problems, always offering positive feedback which spurred them on to continue to meet their challenges."

The Destination Imagination tournament was put on hold during the pandemic. The library had sponsored the program for several years before that.

Staff Librarian - Circulation
March 2024 Report for
April 3rd, 2024 Trustees of Brooks Free Library Meeting

Circulation

Circulation activities in March continue to include clean up and patron record management. There were approximately 14,000 checkouts and renewals of items in March. 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 March. The Massachusetts Library System (MLS) conducted its biannual March delivery survey, with all libraries served by the MLS tracking items placed in delivery, along with recording the number of bins delivered and picked up each day, for the week of March 18th to 22nd. Circulation staff effectively carried out the survey, keeping track of each item placed in the delivery bins for each day. Following completion of the survey count, the data (along with comments about the service quality of MLS drivers, customer service representatives, and overall satisfaction) was uploaded to an online survey tool provided by MLS.

Patron Services

I continue to monitor new e-card registrations to check on non-Massachusetts registrants applying for cards, however, in March there continue to only be local Harwich (and one neighboring town) residents successfully registering. 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 information on the PubServ meeting (including updates to how addresses should be abbreviated and how PO boxes should be listed), reminders about Circulation processes, and information on the April 8th eclipse viewing event (specifically that eclipse glasses will not be available to patrons prior to the event and will be given to those that participant in the event on the 8th). I also wrote a column for the Cape Cod Chronicle (April 4th issue) about the eclipse viewing event and how eclipses have been portrayed in literature over time.

Future Work

We are carrying out ongoing work on patron account clean up, including updating incorrect contact information, duplicated accounts, etc. I continue to learn more about 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 am working on my current course (Information System Retrieval Design) for my online MLIS program at San Jose State University and continue to 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

Library Trustees ELECTED POSITION

Section 7. Library Trustees - CHARTER

6-7-1 A board of library trustees of 7 members shall be elected for 3-year overlapping terms.

6-7-2 The board shall be responsible for the administration and operation of the Brooks Free Library, including appointment of library staff, acquisitions of books, journals, periodicals, and other materials relating to the library function, and the promulgation of library rules and regulations. [Amended 6-3-2016 by Ch. 117 of the Acts of 2016]

Proposal by Trustees:

6-7-1 A Board of Library Trustees of 7 members shall be elected for 3-year overlapping terms and act as the agent of public trust for the governance of the library. The Board of Library Trustees shall have all of the powers and duties granted to Boards of Library Trustees by chapter 78 of the Massachusetts General Laws, and such additional powers and duties as may be authorized by the charter, by-laws, and general laws. The Board may delegate specific duties and responsibilities to a member or members of the library staff.

6-7-2 The Board shall have custody and management of the library and its property that is devoted to library purposes, including: control over the selection of library materials and programs, the authority to establish rules and regulations for the operation of the library system, and the ability to conduct its own business and affairs as the Board may deem necessary.

6-7-3 All funds raised or appropriated by the town for the support and maintenance of the library shall be expended under the direction of the Board. All funds or property that the Town may receive by gift or bequest or otherwise for library purposes shall be administered under the direction of the Board in accordance with the provisions of such gift or bequest or otherwise.

6-7-4 The Board shall appoint a director who shall be charged with the administration of the library system, subject to policy directives established by the Board. The director shall appoint all other library personnel. All appointments shall be within the limits established by collective bargaining agreements, personnel by-laws or otherwise.

6-7-5 The Board shall implement such practices and standards as established by the Select Board and town administrator which are designed to achieve uniformity for all town employees.



261 Whites Path, Unit 2
South Yarmouth, MA 02664
p: 508.790.3040
f: 508.790.4069
capecodfoundation.org

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S. Murray Rust, Jr.
William C. Snow

PRESIDENT and CEO

Kristin O'Malley

March 15, 2024

Ms. Carey Sims
Brooks Free Library
739 Main Street
Harwich, MA 02645

Dear Ms. Sims:

Congratulations! The Board of Directors of The Cape Cod Foundation has awarded you a grant of \$3,323.60 from the The James B. and Helen P. Athens Fund to be used for services for handicapped, elderly, or homebound people.

Please keep The Cape Cod Foundation informed of your publicity plans related to this grant award. Please acknowledge the **The James B. and Helen P. Athens Fund of The Cape Cod Foundation** in all printed and electronic materials such as press releases, brochures, website pages, posters, and local announcements regarding this grant award. We would appreciate copies of these materials for our files.

By accepting this grant, the organization understands that any portion of this grant not needed for the designated purpose will be repaid to the Foundation, unless permission to do otherwise is expressly given in writing by an authorized representative of the Foundation. **If you cannot use the grant funds as stated herein, you must contact the Foundation as soon as possible.**

Should you have any questions or concerns, please do not hesitate to contact us at 508.790.3040 or info@capecodfoundation.org.

Sincerely,

Kristin O'Malley
President and CEO

Dara Gannon
Vice President of Programs and Donor Services

Enclosure

FY24 Budget Balances

As of 3.29.24

AREA OF EXPENDITURE	Appropriated Amt	Spent	Remaining Balance	Percent Spent
Advertising	\$180.00	\$90.00	\$90.00	50%
Dues, Subs & Travel	\$3,600.00	\$1,792.46	\$1,807.54	50%
Library Materials	\$173,019.00	\$123,692.83	\$49,326.17	71%
Electric	\$31,000.00	\$22,484.26	\$8,515.74	73%
Employee Fringe Benefits	\$600.00	\$0.00	\$600.00	0%
Gas	\$9,445.00	\$4,890.38	\$4,554.62	52%
Library Supplies	\$18,000.00	\$9,596.20	\$7,444.77	53%
Maintenance & Repair	\$5,907.00	\$1,521.63	\$4,385.37	26%
Office Supplies	\$5,850.00	\$4,045.26	\$1,804.74	69%
Professional & Tech	\$51,397.00	\$47,080.02	\$4,316.98	92%
Water	\$1,402.00	\$816.33	\$585.67	58%
Total Library Expenses	\$300,400.00	\$216,009.37	\$84,390.63	72%
Wages & Salaries	\$819,809.00	\$541,510.08	\$278,298.92	66%
TOTAL	\$1,120,209.00	\$757,519.45	\$362,689.55	68%

Brooks Free Library
739 Main Street
Harwich, MA 02645

By-Laws of The Brooks Free Library Board of Trustees

*Approved by the Board of Trustees
of Brooks Free Library Oct. 14, 2009*

Article I. Mission Statement

The mission of the Brooks Free Library is to promote full and equal access to information and ideas, the love of reading, the joy of learning, and engagement with the arts, sciences and humanities.

Article II. Name and Authorization

"The Brooks Free Library Board of Trustees" was created when the Town accepted the library in 1910. The Board role is further described by Ch. 78 sec. 11. of the General Laws of Massachusetts. The Board of Trustees exercises the power and authority, and assumes the responsibilities delegated to it under said statute and the provisions of the Harwich Home Rule Charter.

Article III. Board of Trustees (The "Board")

Section 1. Number and Term

There shall be seven (7) Trustees of the Brooks Free Library elected from the citizenry of the Town of Harwich who shall serve for a term of three (3) years according to the provisions of the Harwich Home Rule Charter.

Section 2. Resignations

Any member of the Board of Trustees may resign by written notice filed with the Town Clerk of the Town of Harwich and with the Chairman or the Secretary of the Board of Trustees.

Section 3. Vacancies

In the event of the vacancy or vacancies on the Board of Trustees prior to end of the individual(s) term(s) of office, Trustees shall inform the Board of Selectmen and initiate action to fill the vacancy as provided in the Harwich Home Rule Charter and Massachusetts General Law. The Trustees shall recommend to the Board of Selectmen the names of acceptable replacements. The Trustees may suggest a single name or multiple names as they deem fit. Such appointments shall be valid until the next town election when any remaining portion of a term of office shall be filled through election.

Article IV. Officers

Section 1. Officers

The officers of the Brooks Free Library shall be a Chairman, a Vice-Chairman, a Secretary and a Treasurer.

The Chairman, Vice-Chairman, Secretary and Treasurer shall be elected by the Board of Trustees of the Brooks Free Library at the Organizational Meeting of the Board after the May election. They shall hold office until the next Organizational Meeting of the Board, and until their respective successors are elected.

Section 2. Duties of the Chairman

Serve as presiding member at all meetings of the Brooks Free Library Board of Trustees. Call special meetings of the Brooks Free Library Board of Trustees. Serve ex-officio as a member of all committees of the Brooks Free Library Board of Trustees and to preside at all meetings of such committees as he or she attends.

Section 3. Duties of the Vice-Chairman

Perform the duties of the Chairman of the Brooks Free Library Board of Trustees at the request of the Chair or in the Chair's absence.

Section 4. Duties of the Secretary

Keep a true and accurate record of all meetings of the Board, and perform such other duties as are generally associated with that office.

Section 5. Duties of the Treasurer

Maintain oversight of Board controlled Funds, in accordance with any investment policies adopted by the Board of Trustees.

Article V. Committees

Section 1. Standing committees:

Building and Grounds Committee. The duties of the Building and Grounds Committee shall be to advise the Trustees on matters affecting the state of the of the Building and Grounds of the Library

Section 2. The Chairman shall appoint committees of one or more persons, each for specific purposes as the business of the Board may require from time to time. The committee shall be considered to be discharged upon the completion of the purpose for which it was appointed and after the final report is made to the Board.

Section 3. All committees shall make a progress report to the Library Board at each of its meetings.

Section 4. No committee will have other than advisory powers unless, by vote of the Board, it is granted specific powers to act.

Article VI. Meetings

Section 1.

The Board of Trustees shall meet monthly at such a time and place designated by the Board. The first meeting after the town election shall be the Organizational Meeting.

Section 2. Open Meeting Law.

All meetings of the Trustees shall be subject to the Commonwealth's Open Meeting Law, as elaborated in Massachusetts General Laws.

Section 3. Special meetings of the Board of Trustees may be called by the Chairman, or any four (4) members of the Board, for the transaction of business as stated in the meeting request. Notice stating time and place of any special meeting, and the purpose for which called shall be posted as required by the Commonwealth's Open Meeting Law and in advance of the meeting.

Section 4. A quorum for transaction of business shall consist of four (4) members.

Section 5. Order of business at regular meetings shall be:

Call to order/roll call

Adoption of/amendment to agenda

Disposition of minutes of previous meeting

Public Comment⁵.

Reports:

Chairman

Library Director

Committees

Friends of the Brooks Free Library

Board of Selectmen Liaison

6. Financial reports, Acceptance of Gifts

7. Correspondence

8. Old business

9. New business, policy review and member education

10. Adjournment

Article VII. Duties of the Board of Trustees

1. It is the duty of each Trustee to attend all Board Meetings.
2. Engage in an ongoing planning process, which assesses the needs of the library and the role of the library in the community; and insure that the library develops to meet those needs.
3. Select, appoint, and regularly evaluate a qualified Library Director.
4. The Brooks Free Library subscribes to the Library Bill of Rights.
5. Determine the policies of the library, maintain a written record thereof, and review annually in February.
6. Advise in the preparation of the budget and approve it for submission to the Finance Committee and Board of Selectmen.
7. Advise in the supervision and maintenance of buildings and grounds, as well as regularly review various physical and building needs to see that they meet the requirements of the total library program. Work together in supplying such needs as additional furniture, furnishings, lighting, heating, etc.
8. Attend meetings with municipal finance, personnel and administrative boards as necessary.
9. Speak and act as an advocate for the Brooks Free Library and maintain vital public relations.
10. Endorse and participate in local and/or regional library networks and workshops.
11. Study and support legislation that will bring the greatest good to the greatest number of libraries.

Article VIII. Collective authority of the Board

No individual member may make decisions or act for the Board unless specifically authorized to do so by a vote of the membership of the Board.

Article IX. Parliamentary rules

Robert's Rules of Order shall govern in the Parliamentary procedures of the Board.

Article X. Library Director and Staff

Section 1: Qualifications: The Library Director shall be a college graduate and hold a Masters Degree in Library Science from an ALA accredited institution. The Board shall

appoint a qualified Library Director who shall be the executive and administrative officer of the library on behalf of the Board, under its review and direction.

Section 2: General Duties and Responsibilities. The Library Director is responsible for planning, organizing and administering library operations and services. Duties shall include, but not be limited to the following: The Director shall attend all Board Meetings. The Director shall submit a report on current conditions of the Library at each regular Board Meeting and an annual report for inclusion in the Annual Town Report. The Director has the authority to interview and hire staff members. A member of the Board may participate in interviews. The Director will recommend appointments to the Board. Rather than wait for the monthly Board Meeting, the Chair or designated Trustee may approve appointments The Director will also recommend to the Board policies that could promote the efficiency of the Library in its operation and in its services to the community and its cooperation with other libraries in this state.

Article XI. Friends Group

The Friends of Brooks Free Library was incorporated in 1974. It is a volunteer organization formed to assist the Director and Library staff in serving the community. A member of the Board of Trustees will be appointed as Liaison to the Friends each year.

Article XII. Acceptance of Gifts

The Board of Trustees has the authority to accept donations to and authorize expenditures of funds from the Library Gift Account. (Minutes, Town of Harwich BOS Meeting, September 4th, 2007)

Article XIII. Amendments

These by-laws may be amended at any regular meeting of the Board by an affirmative vote of at least four (4) members if written notice of the changed amendment was provided to all Board members at least 30 days prior to the meeting.

Massachusetts General Laws

Chapter 78: Section 11. Board of trustees; powers and duties

Section 11.

The board shall have the custody and management of the library and reading room and of all property owned by the town relating thereto. All money raised or appropriated by the town for its support and maintenance shall be expended by the board, and all money or property which the town may receive by gift or bequest for said library and reading room shall be administered by the board in accordance with the provisions of such gift or bequest. The board of any library, for the purpose of improving the services of said library, may enter into an agreement with the board or boards of any neighboring library or libraries, to pay for services in common, or to manage a facility to be operated jointly by more than one municipality, such payments to be shared in accordance with terms of such agreement.

Open meeting law

Ch. 39S 23B-23 C. In part, all meetings are open to the public unless held in executive session under terms of the law. A notice of all meetings except in case of emergency will be filed with the Town Clerk at least 48 hours beforehand and a copy of the notice will be posted in the town office. Further, all records or minutes of meetings will be available for public inspection.

Library Bill of Rights

The American Library Association affirms that all libraries are forums for information and ideas, and that the following basic policies should guide their services.

Books and other library resources should be provided for the interest, information, and enlightenment of all people of the community the library serves. Materials should not be excluded because of the origin, background, or views of those contributing to their creation.

Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.

Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.

Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.

A person's right to use a library should not be denied or abridged because of origin, age, background, or views.

Libraries, which make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.

Adopted June 18, 1948, by the ALA Council; amended February 2, 1961; amended June 28, 1967; amended January 23, 1980; inclusion of "age" reaffirmed January 24, 1996.

Harwich Home Rule Charter

CHAPTER 6. ELECTED TOWN OFFICERS AND TOWN AGENCIES

Section 1. General Provisions

6-1-1 The officers and town agencies to be elected by vote of the town shall be: a moderator, a town clerk, a board of selectmen as provided in chapter 3, a school committee, a water commission, a board of library trustees, and a housing authority.

6-1-2 Town agencies established or continued under this chapter shall perform their functions and duties in accordance with the constitution, general law, this charter, and by-laws.

6-1-3 No members of any elected town agency established or continued under this chapter shall be eligible to accept any appointed, paid position under that agency. This prohibition shall apply to the term for which an office holder has been elected, and for 1 year following the expiration of that term of office.

Section 7. Library Trustees

6-7-1 A board of library trustees of 7 members shall be elected for 3-year overlapping terms.

6-7-2 The board shall be responsible for the administration and operation of the Brooks Free Library, including appointment of professional library staff, acquisitions of books, journals, periodicals, and other materials relating to the library function, and the promulgation of library rules and regulations.