

Brooks Free Library Board of Trustees
Wed. May 3, 2023 at 7pm
739 Main St., Harwich MA 02645

1. Call to Order/Attendance
2. Vote to Approve Minutes of April 5, 2023 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
 - E. Liaison from Board of Selectmen
5. Correspondence
6. Old Business
 - A. Follow-up discussion on FY24 Budget and Annual Town Meeting articles
 - B. Further results of Staff Survey
7. New Business
 - A. Vote to Accept Monetary Donations
 - B. Process/Procedure for Director's Evaluation
8. Trustee Reports and Requests for Next Meeting's Agenda
9. Upcoming Meetings/Events
 - A. Library Board of Trustees – Wed., June 7, 2023 - 7 pm
 - B. Library Board of Trustees – Wed., August 2, 2023 - 7 pm

Authorized posting officer

Virginia A. Hewitt

Brooks Free Library

Posted by

Town Clerk's Office

Agenda submitted electronically to Town for posting. The full packet for the meeting will be posted on the Town website, www.harwich-ma.gov/brooks-free-library-board-of-trustees, 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.*

**Library Director's Report to the
Brooks Free Library Board of Trustees
for May 3, 2023 Meeting**

prepared 4.27.23

FY23 Budget

- The \$25,721 for the retroactive payments to Harwich Employees Association staff members has now been transferred in to our FY23 Salary and Wages line.
- A year-to-date accounting spreadsheet for FY23 is included in your packets.
- I am currently preparing the Collection Spending Plan for library materials, which assigns a target amount to each selector (fiction, non-fiction, audiobooks, ebooks, adult, children, young adult, etc.) Selectors have been progressing along with spending based on their traditional percentage and last year's target amounts. Without an Assistant Director this task had not yet been done. This plan identifies how much each selector needs to spend prior to the end of the fiscal year. The librarians will review their targets, year-to-date expenditures, and existing and planned orders to ensure we met the spending goal.

Administrative

- Much of my time this month has been spent on financial tracking and forecasting, personnel and staffing issues, the MUNIS upgrade and work on reporting and resolving operational problems with the new CLAMS system.
- I held two librarians' meetings this month with the five librarians and our executive assistant.
 - We discussed scheduling issues, the current organizational structure (fractured staffing with so many very part-time positions), timekeeping, options for improving communication and ensuring staff members are aware of and follow policies and procedures. One-on-one discussions with individual librarians regarding these issues then occurred.
 - In discussing staff members' expressed desire to provide more adult programs I followed up on the March librarians' meeting where I shared the draft (now final) Programmers Contract and discussed the need to prepare a program proposal form for those interested in presenting a program and write a program policy prior to expanding programming for adults. Due to my workload and the absence of an Assistant Director their assistance is needed to complete these tasks. The librarians are fully occupied with other work and have not volunteered to work on this. No progress has been made since your last meeting.

- We've also used these meetings to plan the Library's presentations at the Council on Aging breakfasts. The Men's Breakfast is May 12 and the Women's is May 26.
- Librarians have expressed the need for additional furniture.
 - New shelves are needed in Fiction to replace shelves temporarily moved last year from the Cahoon Room office. Those units need to be returned to the office.
 - A bookcase is needed to replace an old wooden bookshelf currently holding our graphic novels collection, which has a shelf support that is failing.
 - I've asked staff members to measure the spaces and place orders from a library supplier for similar units to what we purchased last year for other locations.
 - We have funds for this in the Maintenance line of the FY23 budget.
- The Reference Librarian has requested to change the layout of the Reference area.
 - Patrons do not have privacy since questions can be easily overheard by others, and patrons in the adjacent reading area make it clear that they are being disturbed when Reference staff is assisting patrons.
 - She plans to re-utilize the judge's bench, which currently serves as a credenza, and make it the front facing part of the Reference Desk again. The judge's bench is taller, so it would enable staff to utilize it as a standing desk when answering reference questions.
 - A smaller side desk would provide additional workspace and serve as a consulting area for longer conversations with patrons.
 - I've asked Jennifer to lay out the options on graph paper and investigate options and costs if new furniture is needed.
 - Once that's done we'll be able to proceed. We may also have funds in the FY23 Maintenance line if a new side workstation is needed.
- I have sent an availability questionnaire to our Library Assistants, asking them to provide information on their
- I was scheduled for vacation the week of April 3 -8 but was not able to use many hours due to deadlines, meetings and issues that arose. I was able to take April 18 -21 off. Other staff members are also using vacation before the end of the fiscal year, so we are often not fully staffed. Other librarians and I are covering desks and performing tasks of the staff member(s) who are out.

Public copier and public printing

- This month I met with our Reference Librarian and Staff Librarian for Technology to review the current print management system and public copier. We have received these services from a local vendor free of charge to the Library but that service may be ending as it is no longer supporting itself.
- We do not have budgeted funds to pay for a lease or purchase of a copier or print management system, nor do we have a revolving fund to cover these costs, so we'll need to carefully evaluate our options for when the vendor no longer provides the public copier and print management system. We've been experiencing delays in the delivery of supplies and response to service calls, so this day could be coming soon.
- I prepared a list of questions regarding upfront and on-going costs for public printing and copying as well questions regarding how those costs are covered (budget, revolving fund, Friends group, etc.) so that uniform information is obtained from area libraries. I tasked the librarians with gathering this information and preparing a written summary of the options so that we can make decisions on how to proceed.

MLA Conference

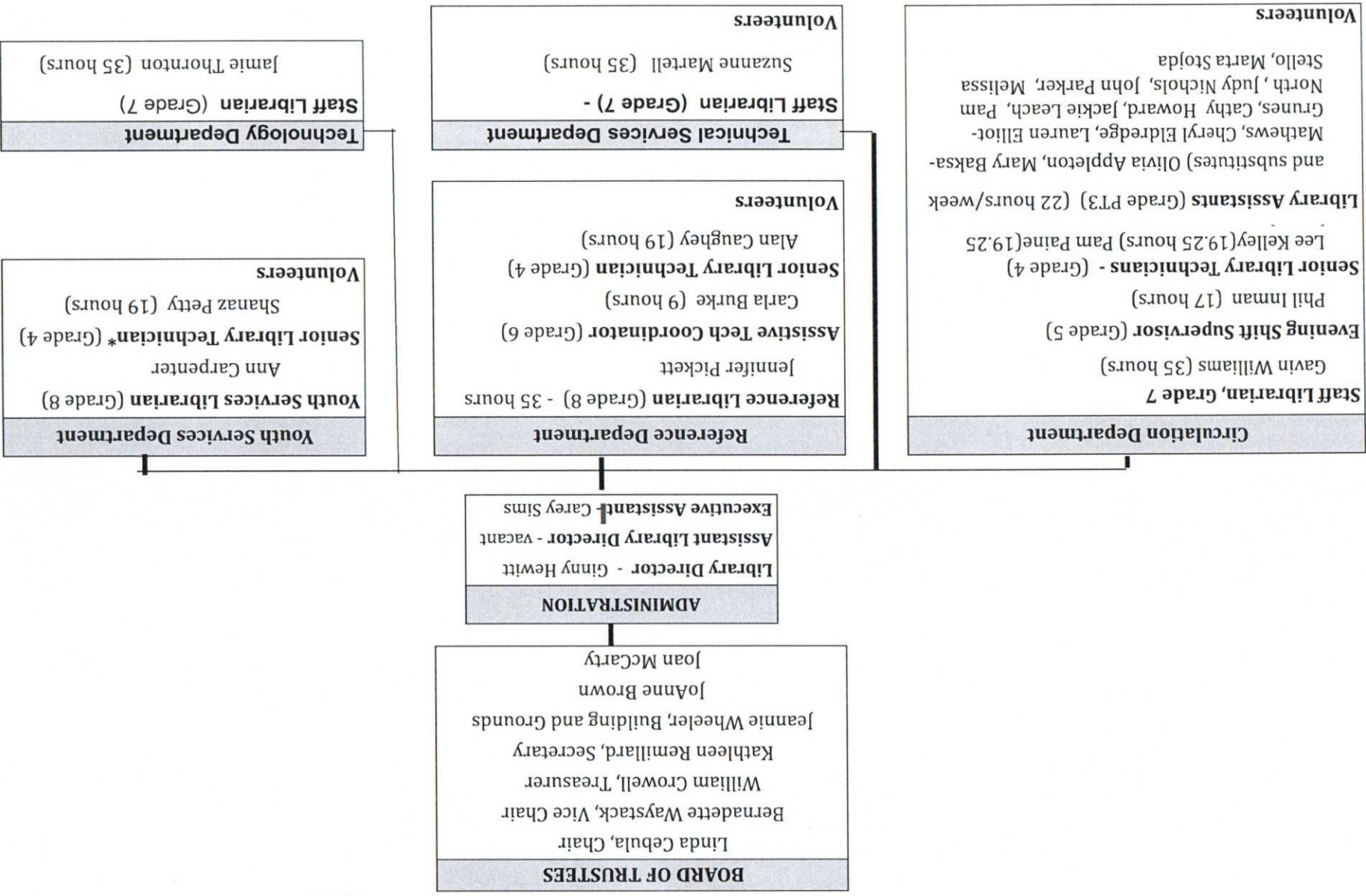
The Mass. Library Association (MLA) is holding its annual conference in Falmouth on May 8th and 9th. Among other great programs a keynote speaker will focus on book bans and efforts to restrict library collections. Another keynote speaker will focus on the need to re-imagine library services and the library's role in the community. Our librarians have been offered the opportunity to attend.

Respectfully submitted,

Ginny Hewitt
Library Director

FY23 BROOKS FREE LIBRARY ORGANIZATION CHART

1.9.23



FY23 Budget Balances

Updated 4.27.23

4.26.23 Note: full amounts of FY23 S&W retro now transferred in)

AREA OF EXPENDITURE	Appropriated Amt	Spent	Remaining Balance	Percent Spent
Advertising	\$180.00	\$0.00	\$180.00	0%
Dues, Subs & Travel	\$3,524.00	\$1,239.36	\$2,284.64	35%
Library Materials	\$162,942.00	\$129,174.93	\$33,767.07	79%
Electric	\$27,475.00	\$23,421.95	\$4,053.05	85%
Employee Fringe Benefits	\$370.00	\$720.00	-\$350.00	195%
Gas	\$8,867.00	\$8,184.43	\$682.57	92%
Library Supplies	\$13,000.00	\$5,095.51	\$7,904.49	39%
Maintenance & Repair	\$5,700.00	\$1,035.66	\$4,664.34	18%
Office Supplies	\$5,750.00	\$2,532.86	\$3,217.14	44%
Professional & Tech	\$50,973.00	\$46,627.47	\$4,345.53	91%
Water	\$1,402.00	\$375.35	\$871.70	27%
Total Library Expenses	\$280,183.00	\$218,407.52	\$61,775.48	78%
Wages & Salaries	\$783,871.00	\$621,676.74	\$162,194.26	79%
TOTAL	\$1,064,054.00	\$840,084.26	\$223,969.74	79%
