

Brooks Free Library Board of Trustees
Wed. August 3, 2022 at 7pm
739 Main St., Harwich MA 02645

Agenda

1. Call to Order/Attendance
2. Vote to Approve Minutes of July 6, 2022 Trustees Meeting
3. Public Comment
4. Reports:
 - A. Chair
 - B. Library Director
 - C. Assistant Director
 - D. Review of Other Staff Reports or Information in Meeting Packet
 - E. Building & Grounds Committee
 - F. Liaison from Board of Selectmen
5. Correspondence
6. Old Business
 - A. Library Director's Performance Evaluation
7. New Business
 - A. Vote to Accept Monetary Donations
 - B. Review and Discuss Proposed Staff Evaluation Documentation
8. Trustee Reports and Requests for Next Meeting's Agenda
9. Upcoming Meetings/Events
 - A. Library Board of Trustees – Wed., September 7, 2022 - 7 pm
 - B. Special Town Meeting - Tues. September 27, 2022 - 6 pm
 - C. Library Board of Trustees – Wed., October 5, 2022 - 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.brooksfreeibrary.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 brooksfreeibrary@clamsnet.org.*

Brooks Free Library Board of Trustees
Wed. July 6, 2022 at 7pm
739 Main St., Harwich MA 02645

DRAFT Minutes

1. Call to Order/Attendance: After calling the meeting to order at 7:05 pm, Chair L. Cebula asked for a moment of silence in memory of Jack Brown and in honor of the Brown family. Present were L. Cebula, K. Remillard, B. Waystack J. McCarty, and Jeannie Wheeler. J. Brown and W. Crowell were absent. Library Director Hewitt and Assistant Director Milan were also present.
2. Vote to Approve Minutes of June 1, 2022 Trustees Meeting
Motion: BW Second: JW Passed unanimously.
3. Public Comment: none
4. Reports:
 - A. Chair- none at this time.
 - B. Library Director- In addition to her written report, Hewitt distributed an update on vacation carryover from the previous fiscal year as requested. She also praised Youth Services Librarian for her resourcefulness in managing an overly large crowd for a recent craft program noting that the summer reading program is off to an excellent start. Finally, she mentioned the potential for collaboration with the Town Clerk in distributing new books and literacy information along with birth certificates.
 - C. Assistant Director- Nothing to report in addition to the written report. J. McCarty endorsed the idea of closing for a staff development day and the board agreed that would be beneficial.
 - D. Review of Other Staff Reports or Information in Meeting Packet- J. McCarty again praised Carpenter for her excellent storytime and programs for children.
 - E. Building & Grounds Committee- none
 - F. Liaison from Board of Selectmen- none
5. Correspondence- The Board discussed a recent invitation to attend a training on open meeting law hosted by K.P. Law. The Chair indicated that the training was not required but highly recommended and she will be in attendance.
6. Old Business
 - A. Review Amended Collection Development Policy - The amended policy approved at the prior meeting was included in the packet and the consensus of the Board was that there was no need for further amendment.
7. New Business
 - A. Vote to Accept Monetary Donations

Motion to accept donations totaling \$300 to the Brooks Free Library Gift account as follows: \$175 in memory of Richard O'Donoghue from David Ferranti and Joyce Chutchian, Lorna Dunham, and Cheryl Miller, \$25 in memory of Henry Bannish from Martha Spence, and \$100 from Karen Sommers.

Motion: JM Second: BW Passed unanimously.

B. Offer to Donate Framed Photographs- As indicated in the packet, Dr. Stan Moody brought two framed photographs in to offer to donate. The Board discussed the tangential relation of the photographs to both the library and Harwich and concluded that the donation would be better suited to another organization such as the Historical Society. The Board directed Director Hewitt to notify the potential donor.

C. Review and Possible Vote to Sign Re-stated CLAMS Membership Agreement

Since the contract is above the authorized limit set for the Director to sign and approve, the Board discussed appropriate protocol. A motion was made to authorize Chair Cebula to sign the agreement.

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

D. Library Director's Performance Evaluation- After discussing the previous process for performance appraisals and the lack of an approved template, the Chair directed Hewitt to submit her self-evaluation which would then be distributed to the board for feedback before Cebula drafts a narrative evaluation to be presented to the Board for discussion at the next meeting.

8. Trustee Reports and Requests for Next Meeting's Agenda- B. Waystack informed the Board of a temporary art installation in the circulation lobby. A student in her Advanced Drawing and Painting class recently submitted a painting of the library for a project entitled "What is your refuge?" The student named the library as her refuge in the afterschool hours, noting that it was a safe and friendly place for her to spend time after school while waiting for her parents' work day to end. Waystack obtained permission for the student and her family to display the painting for the summer. She noted the moving artist statement that accompanied the painting, sharing that the statement was a tribute to the student's family as well as to library staff and an example of the positive impact libraries have on the lives of students and working families.

9. Upcoming Meetings/Events

A. Library Board of Trustees – August 3, 2022 - 7 pm

B. Library Board of Trustees – September 7, 2022 - 7 pm

There being no further business, the Chair called for a motion to adjourn at 7:52 pm.

Motion: JM second: JW unanimously approved.

Respectfully submitted,

Emily Milan
Assistant Director

FY23 Budget Balances

Updated 7.28.22

AREA OF EXPENDITURE	Appropriated Amt	Spent	Remaining Balance	Percent Spent
Advertising	\$180.00	\$0.00	\$180.00	0%
Dues, Subs & Travel	\$3,524.00	\$350.00	\$3,174.00	10%
Library Materials	\$162,942.00	\$9,266.84	\$153,675.16	6%
Electric	\$27,475.00	\$2,309.82	\$25,165.18	8%
Employee Fringe Benefits	\$370.00	\$0.00	\$370.00	0%
Gas	\$8,867.00	\$0.00	\$8,867.00	0%
Library Supplies	\$13,000.00	\$52.74	\$12,947.26	0%
Maintenance & Repair	\$5,700.00	\$64.05	\$5,635.95	1%
Office Supplies	\$5,750.00	\$0.00	\$5,750.00	0%
Professional & Tech	\$50,973.00	\$2,115.00	\$48,858.00	4%
Water	\$1,402.00	\$0.00	\$1,402.00	0%
Total Library Expenses	\$280,183.00	\$14,158.45	\$266,024.55	5%
Wages & Salaries	\$755,032.00	\$47,634.80	\$707,397.20	6%
TOTAL	\$1,035,215.00	\$61,793.25	\$973,421.75	6%

Assistant Library Director's Report for
August 3, 2022 Board of Trustees Meeting

Written 07.26.22

Staff Evaluation Forms

Included in your packet, you will find draft evaluation forms for our Library Assistants. As you are well aware, Library Assistants are on-call, per diem substitute positions with irregular schedules and are therefore only assigned to routine daily circulation tasks with occasional responsibilities in Reference and Youth Services. These positions are part of the Personnel-by-law and are not members of the HEA. The previous evaluation form was far too complex and detailed and the draft form better reflects the duties and assignments these staff members are responsible for carrying out and the skills needed to do so effectively and efficiently.

Circulation

Senior Library Technicians have been working to get our new Library Assistants up to speed during an increasingly busy season. Staff have adjusted well to the volume of patrons and circulation as well as changes to the workflow due to a dramatic shift in the delivery schedule.

As you will recall, last year we switched to a new museum pass reservation system called Museum Key. That system has proven to be very user friendly and intuitive for both library staff and patrons, improving access and management of our museum passes. We recently added a subscription to Lending Key, an additional module of OCLC's reservation software which will enable us to better organize, advertise, and provide access to our Library of Things collections. Current limitations within our ILS prevent us from allowing patrons to request materials in that collection which has been problematic in the past. In the coming months, I will be working with Staff Librarian Suzanne Martell to implement this reservation system.

ARIS progress

The Annual Report Information Survey (ARIS) is due on August 27th. We are currently still awaiting receipt of the necessary ILS reports provided by CLAMS to complete the holdings and circulation sections of the ARIS report. However, to date, I have completed the general, staff, facilities, services, and governance sections. I anticipate receiving the necessary reports from CLAMS by August 1st and feel confident the report will be complete well before the deadline.

Programming

I am beginning to work on plans for adult programming this fall. We will be partnering with Vicky Crea at the Community Development Partnership to host a program on Accessory Dwelling Units. Additional programs in planning include a voter registration event, art workshops, cooking class, and an Introduction to Mindfulness workshop. Early indicators point towards an increase in program fees and costs similar to those we are seeing in other sectors. I will work closely with the Director to determine an appropriate budget for programming based on these changes.

Respectfully submitted,

*Emily Milan
Assistant Director*



Brooks Free Library Library Assistant Evaluation

Name:			
Job Title:	Library Assistant	Classification:	PT X/X
Anniversary Date :		Evaluation Date:	

Rating Key	Points
Exceptional : Performance far exceeds expectations due to exceptionally high quality of work in all essential areas.	10
Exceeds Expectations: Performance consistently exceeded expectations in all areas and the quality of work was excellent.	8
Meets Expectations: Performance consistently met expectations in all essential areas at times exceeding expectations.	6
Improvement Needed: Performance did not consistently meet expectations or performance failed to meet expectations.	4
Unsatisfactory: Performance was consistently below expectations in the most essential areas of responsibility.	2

Employee Performance Dimensions and Scoring:

(100 points total)

1. Communication

POINTS:

- * Listens effectively; Responds clearly and directly
- * Seeks to clarify & confirm the accuracy of unfamiliar terms
- * Oral and written communication is clear and easy to understand

2. Customer Service:

POINTS:

- * Maintains customer service orientation
- * Exhibits appropriate behavior toward customers
- * Responds in a timely and appropriate manner

3. Dependability/Punctuality

POINTS:

- * Reports to work on time
- * Responds to shift requests in a reasonable time period
- * Meets commitments and attendance requirements
- * Follows through on work assignments

4. Initiative/Judgement:

POINTS:

- * Makes appropriate and consistent decisions
- * Acts independently within established guidelines
- * Sees and acts upon opportunities

6

5. Job Knowledge:

POINTS:

- * Understands job duties
- * Has necessary job skills and knowledge including Circulation, Readers Advisory and technical skills
- * Keeps current with new developments

6. Policies and Procedures

POINTS:

- * Familiar with and appropriately applies policies and procedures

7. Problem Solving

POINTS:

- * Uses good judgement when unexpected problems occur
- * Accurately relays complete information on problems that arise to higher level staff member

8. Productivity

POINTS:

- * Manages a fair work load
- * Manages priorities and time well
- * Attains conclusive measurable results

9. Work Quality

POINTS:

- * Attentive to detail and accuracy; monitors quality levels
- * Actively supports quality standards

10. Interpersonal Relations

POINTS:

- * Works cooperatively with co-workers
- * Behaves in professional manner in dealings with patrons

TOTAL POINTS

Supervisor's Comments: see attached
Employee's Comments:

Signatures:

Employee Signature : _____ **Date:** _____

Supervisor/Rater: _____ **Date:** _____

Library Director: _____ **Date:** _____

Reference Librarian's report to the Board of Trustees
For the August 2022 meeting

Library columns - Since Jack Sheedy left, I have taken over the responsibility of writing or delegating the writing of the Chronicle newspaper columns as well as a column for the COA newsletter. I recently wrote "A visitors guide to the library" printed in the July 14 Chronicle as well as "Ask a librarian" for the July/August COA newsletter.

Spreadsheets and data - I have been working with Senior Library Tech, Alan Caughey over the past few months to create detailed spreadsheets for all of the data that the reference department has collected over many years. We now have easy to read, up to date spreadsheets for all of our electronic resources, all transactions involving the confidential corner, reference questions (from tally sheets as well as reference surveys) as well as article and ILL requests. Alan's work in this project has been outstanding and these spreadsheets will make it easier for us to keep this information more organized and easily shared with other library staff at the present time and well into the future.

Staff training and Wireless printing - I am currently training our new Executive Assistant Carey Sims so that she can cover the Reference Desk for short periods like lunch breaks. We have been very busy upstairs this summer with patrons coming in looking for quiet and cool places to work as well as a way to print their documents and shipping labels. The new wireless printer and scanner that Staff Librarian Jamie Thornton set up, has been very popular and her directions are easy to follow. People coming in for printing these days expect us to have wireless printing as the wired computers/printers require patrons to know their own passwords to log into their own account and sadly, many patrons do not know this information.

Vital Alcove pilot project - We have started booking the Vital Alcove room for tutoring this summer as a pilot project (see attached procedure). So far the most desired tutoring time appears to be at 10 am (and would likely be earlier if we were open earlier). There appears to be a larger need for this room to be used for Zoom/Video calls as we are frequently asked for a space for that purpose as well as a place for other small meetings. I hope that the usage can be expanded in the future to better meet the needs of the community.

French and Spanish collection - This summer there have been a handful of requests from folks who are looking to 'just read something in French (or Spanish) for practice'. These are adults who are not looking for 'language learning' materials but who are asking for any kind of literature in a particular language. I decided to purchase a small collection of short stories and novels in French and Spanish to meet this need and I hope to quickly catalog them and keep them on the second floor. Years ago I borrowed a floating collection of foreign language books from the Boston Public Library to try to fill this need but the staff time needed far outweighed the few items that were used. The small expense for this small collection will be easily absorbed by my currently allocated budget.

Respectfully submitted, Jennifer Pickett, Reference Librarian

Vital Alcove pilot project summer 2022

- The primary use of the Vital Alcove is to support the services of the Vital program and any trainings or meetings of Vital staff or volunteers will have first priority
- The second priority for this room is to support small meetings and video calls for library staff, book-a-librarian sessions, and library trustees, and Friends groups for library related business
- For the remainder of open hours, the room will be available to the public to reserve for tutoring only (summer of 2022)
- Summer of 2022 the room will be available to the public on Monday 10-6:30/Tuesday 11-6:30 /Friday and Saturday 10-3:30

Room capacity is 1-3 people (with current furniture/configuration- may increase to 4-6 in future)

An individual tutor may book the room for up to 2 hours a day up to 7 days in advance. There will be hour-long time slots (last time slot of the day is only 30 minutes). Users of the room will be asked to leave 30 minutes before the library closing time.

Reservations will take place in person or over the phone at the Reference Desk (not online at this time). A first and last name as well as phone number will be recorded. Reference staff will use a shared google docs form to record reservations. If a tutor does not arrive within 15 minutes of the reservation time, their slot may be given to someone else (if someone has asked who is already in the building. No waiting lists will be created)

Tutors must check in at the Reference Desk before their meeting. Reference staff will check that the name given and phone number match the reservation. They will unlock the room and will inform the users of expectations -

Do not touch the equipment in the room and leave the room promptly when your time is up.

The Vital Alcove room will remain locked when it is unoccupied but will be unlocked when occupied.

Youth Services Report
July 26, 2022

Summer Reading Program

Our Summer Reading Program is in full swing. As of July 26th we have 245 young people signed up for the program, and they have collectively read 890 hours. This is slightly lower than the end of July last year, but that is likely due to the extremely late last day of school, which meant that we effectively "lost" a week of summer reading time.

Summer Programming

Our summer programming, much of which is funded by the Friends of the Brooks Free Library, has been running successfully. As of July 26th we have run 23 programs during July, with a total attendance of 866 people. This is, obviously, a huge increase over last year (9 programs, 325 people attending). It is just under the average of about 975 in pre-pandemic times. This is partly expected as both the library and the public navigate the "new normal", and also a result of a conscious choice to limit very large non-librarian-led performances as we ease into this transitional period.

Student Volunteers

After two years with no summer student volunteers, we are overflowing with young volunteers. We have middle school students coming in on Mondays, Wednesdays, and Thursdays, and our long-time high school volunteer (who will soon be a college student volunteer!) is continuing on Saturdays. We have another high school student and a middle school student who volunteers this spring, both of whom are taking the summer off but would like to volunteer again when school resumes.

Respectfully submitted,

Ann Carpenter
Youth Services Librarian

August 2022

Brooks Free Library Youth Program

Brooks Free Library August 2022 Youth Programs

SUN	MON	TUE	WED	THU	FRI	SAT
	1 Code Simple Games 2:30	2 Storytime 10:30 Clay Creatures 2:30	3 Lego Day	4 Outdoor Storytime 10:30 Ice Cream in a Baggie 2:30	5 Friday Craft 2:30	6
7	8 Code Simple Games 2:30	9 Storytime 10:30 Interactive Encanto 2:30	10 Art Day	11 Outdoor Storytime 10:30 Marcus the Magician 2:30	12 Friday Craft 2:30	13
14	15 Code Simple Games 2:30	16 Storytime 10:30 Dirt Cake 2:30	17 Lego Day	18 Outdoor Storytime 10:30 Animal World Experience 2:30	19 Friday Craft 2:30	20 Ladybug Release 2:30
21	22 Code Simple Games 2:30	23 Storytime 10:30 Tie Dye 2:30	24 Art Day	25 Outdoor Storytime 10:30 Trevor the Juggler 2:30	26 Friday Craft 2:30	27
28	29 Code Simple Games 2:30	30 Storytime 10:30 Amazing Animals Ambassadors 2:30	31 Lego Day	Outdoor Storytime 10:30 Pitter Patter Puppets 2:30	Friday Craft 2:30	

Brooks Free Library Youth Programs - August 2022

Weekly Programs:

Coding Simple Games: Middle and high school students can learn to code simple games!

Please register by emailing acarpenter@clamsnet.org

Indoor and Outdoor Storytime: Both encourage kids to sing, dance, and listen to stories!

Friday Crafts: Every Friday make a different ocean-themed craft!

8/5: Fish Gobbler 8/12: Origami 8/19: Pipecleaner Creatures 8/26: Magnetic Fish 9/2: Shark

Art Day and Lego Day: All day long art supplies or Lego blocks will be available to explore!

Special Programs:

No registration is required. Free tickets will be handed out half an hour before a program.

Clay Creatures: Make a creature - or anything really! - out of clay!

Ice Cream in a Baggie: Make real ice cream with a few ingredients and a ziploc bag!

Interactive Encanto: Watch the movie while yelling, singing, and throwing things at the screen!

Marcus the Magician: A Cape Cod favorite magician returns!

Dirt Cake: Make a dessert from pudding and oreos! Please email acarpenter@clamsnet.org if you have any food sensitivities so we can be sure to have substitute ingredients.

Animal World Experience: Live animals are the highlight of this educational experience!

Ladybug Release: Make a ladybug craft, then enjoy the thousands of live ladybugs!

Tie Dye: Bring your own t-shirt, and join in the tie dye fun!

Trevor the Juggler: A funny and engaging juggling extravaganza!

Amazing Animal Ambassadors: Live animals are always a hit!

Pitter Patter Puppets: Young children especially will love this hilarious puppet show!

Staff Librarian
August 2022
Report to the Trustees of Brooks Free Library

Social Media/PR

I suggested and purchased a Google Chromecast, which connects to the HDMI on the television behind the circulation desk. Using the Chromecast's Ambient Mode, it displays a slideshow of images that staff may upload to a Google Photos album. I changed Canva designs to be the correct size for our major programs, including youth programs, book groups, reminders of our services, and more. This gives staff much more flexibility when adding and removing images to the slideshow, which can be updated from any device by signing in with their clamsnet Google accounts. This is a method that is easier for circulation staff, instead of changing inputs and turning on a DVD player, staff only need to turn on the TV and the slideshow will already be running.

Technology

I set up an HP Officejet all-in-one Printer on the word processing computer, which allows for color printing, wireless printing, and scanning to a USB for patrons. I created instructions for patrons and staff, which are easily available to the public behind the printer. I also replaced the word processing computer with a newer model, which will run faster for patron and staff use. I also replaced the tech services computer with a Dell all-in-one.

The main Youth Services computer's hard drive failed due to manufacturer error and required servicing by a Dell technician. Unfortunately, all data on the hard drive was lost. I reached out and organized time for a Dell technician to replace the hard drive. After some troubleshooting, I reconfigured the computer back to Youth Services' needs.

The Director's laptop needed to be replaced, and I selected, purchased, and set up the laptop to her needs. I also selected and purchased a Dell all-in-one backup computer, purchased and replaced the backup paging printer and scanner in the circ office, and selected a new black and white printer for the Director's office.

Using TechSoup, I purchased a professional version of Adobe Acrobat and Reboot Restore Pro. Adobe Acrobat gives the user more control over their PDF documents such as editing a PDF, and Reboot Restore Pro gives staff more control over the software, which reboots a computer to its original state on demand.

Staff

I conducted a brief overview of Google Drive, our Staff Site, and other Google Suite tools for new Library Assistants and staff who wanted more assistance. I was able to answer any questions and use this as an opportunity to remind our new Library Assistants that I am available for tech help.

Collection Development

I purchased 50 ebooks and 28 eAudiobooks. I also ordered 22 Graphic Novels.

Future Work

I will develop a replacement plan for staff computers and replace the public computer Useful server station.

My goal is to dedicate a meeting to organizing our new Librarians website, which will make it easier for management staff to access important files and information.

Respectfully submitted,
Jamie Thornton
Staff Librarian