

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

1. Call to Order/Attendance
2. Vote to Approve Minutes of August 3, 2022 Trustees Meeting
3. Public Comment
4. Youth Services Librarian Ann Carpenter - Wrap-up of Summer Reading Program and Plans for Upcoming School Year
5. 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
6. Correspondence
7. Old Business
 - A. Update on potential changes to organizational structure - discussion and possible vote
8. New Business
 - A. Vote to Accept Monetary Donations
 - B. Review of Library Director's Submission of Preliminary Information on FY24 Budget, Potential Articles and Capital Plan Projects
9. Trustee Reports and Requests for Next Meeting's Agenda
10. Upcoming Meetings/Events
 - A. Library Board of Trustees – Wed., October 5, 2022 - 7 pm
 - B. Special Town Meeting - Tues. October 18, 2022 - 6 pm
 - C. Library Board of Trustees – Wed., November 2, 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.brooksfreelibrary.org/brooks-free-library-board-of-trustees on the Friday preceding the meeting.

** Per the Attorney General's Office: Boards/Commissions may hold an open session for topics not reasonably anticipated by the Chair 48 hours in advance of the meeting following "New Business." If you are deaf or hard of hearing or are a person with a disability who requires an accommodation, contact the Library at 508-430-7562 or brooksfreelibrary@clamsnet.org.*

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

DRAFT Minutes

1. Call to Order/Attendance: Chair called the meeting to order at 7:02 pm. Present were L. Cebula, K. Remillard, B. Waystack, J. Brown and J. Wheeler. W. Crowell arrived at 7:10 and J. McCarty arrived at 7:12 during the Directors' report. Board of Selectmen Liaison Ballantine, Library Director Hewitt and Assistant Director Milan were also present.
2. Vote to Approve Minutes of July 6, 2022 Trustees Meeting
Motion: B. Waystack Second: J. Wheeler Passed unanimously.
3. Public Comment
4. Reports:
 - A. Chair - Chair Cebula noted that we have submitted a support ticket requesting a Board of Trustees email from Barnstable County IT and will provide an update when that email has been created. She also reported having attended, along with several other Board members and staff, an Open meeting Law training provided by Town Administration and K.P. Law.
 - B. Library Director- V. Hewitt provided follow-up on a personnel question previously posed by the Board. After no response, she spoke to Town Administration. The Board discussed next steps for rectifying the issue and provided direction for Hewitt to prepare documentation to initiate formal submission directly from the Trustees. V. Hewitt also noted that a preliminary budget is due on August 31st. This compressed time frame means that the preliminary budget will be submitted prior to the next board meeting. Consensus was for Hewitt to submit a preliminary budget with proposed organizational changes included. In September the preliminary budget will be reviewed and adjusted based on Board vote. Hewitt also noted that the preliminary Capital Plan submissions are also due by August 31st. The Director discussed the possibility of needing to submit a request to move the air conditioning project up in the plan due to the continuing issues with humidity in the building resulting in a high risk for mold. Hewitt was directed to submit the Capital Plan request for an early year of the plan so that Town officials are aware of the seriousness of the situation. The Trustees will review and approve the preliminary submission at their Sept. meeting. Also discussed were the timeline for the vote and implementation of a new integrated Library System. Finally Hewitt shared that July circulation statistics were approximately 1000 higher than FY19, last "normal year".
 - C. Assistant Director- In addition to the written report. Milan shared that Senior Library Technician Joanne Clingan was offered and accepted a full time position at the Brewster Ladies Library. Her last day will be August 8th. J. Clingan has been on staff for 15 years and performs many of the higher level circulation functions. The resulting vacancy will leave quite a hole in the circulation team. Milan also indicated that she is making progress on the ARIS and is confident that it will be completed well ahead of the deadline.

- D. Review of Other Staff Reports or Information in Meeting Packet- L. Ballantine asked about the marked increase in youth volunteers referenced in Youth Services Librarian Ann Carpenter's report inquiring as to the suspected cause for such an increase. Both Hewitt and Milan indicated that this increase is likely a result of Carpenter's outreach efforts in the middle school community and the strong ties created with library users. V. Hewitt also mentioned that Carpenter recently served on the Harwich Elementary School Principal interview committee.
 - E. Building & Grounds Committee- J. Wheeler noted that she has a call in to Facilities Manager S. Libby for an update on the bid opening for the roof replacement project. V. Hewitt mentioned two facility-related matters noting that we are on the Harwich Accessibility Rights Committee agenda for August 9th. She indicated that this likely relates to a potential American Library Association grant for which we are not eligible. She will attend the meeting to share more details with the committee. The second issue related to the environmental monitoring software recently installed which measures humidity, temperature and light. As discussed earlier in the meeting, the current recorded trends indicate the mold risk is high which is concerning.
 - F. Liaison from Board of Selectmen- L. Ballantine shared that a Special Town Meeting will be held on Sept. 27th to address two items. The first being a budget surplus of \$700,000 resulting from changes to the Monomoy Regional School District Agreement which will be reallocated. The second being the approval of several sites in town for use in implementing the Comprehensive Wastewater Management Plan. He noted that Monday, August 8th will be the last Board of Selectmen's meeting in which proposals for STM warrant articles can be discussed.
- 5. Correspondence- none
 - 6. Old Business
 - A. Library Director's Performance Evaluation- Chair reports that the Director's evaluation has been reviewed and signed.
 - 7. New Business
 - A. Vote to Accept Monetary Donations- none
 - B. Review and Discuss Proposed Staff Evaluation Documentation- reviewed and discussed proposed Library Assistant evaluation. The Board feedback was positive with no suggestions for improvement. A complete packet of evaluation materials for all categories of employees will be submitted by the Assistant Director over the course of the next several meetings.
 - 8. Trustee Reports and Requests for Next Meeting's Agenda- There were no requests for future meetings. J. Brown did reiterate the many strengths of Youth Services Librarian Ann Carpenter and the value she adds to the community as a whole. Brown also thanked Cebula for taking on the position of Chair and the Board thanked Brown for her previous years of service as Chair.
 - 9. Upcoming Meetings/Events
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C. Library Board of Trustees – Wed., October 5, 2022 - 7 pm

There being no further business, the Chair called for a motion to adjourn. The meeting was adjourned at 7:57 pm.

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

Respectfully Submitted,

Emily Milan
Assistant Director

Library Director's Report to the
Brooks Free Library Board of Trustees
for the Sept. 7, 2022 meeting

8.31.22

Potential Changes to Organizational Structure

Much of my work this month has focused on this area. Significant progress has been made towards plans to address the staffing needs that are included in my FY24 goals. I had hoped to announce in this report that plans would soon be implemented to provide more consistency in our Circulation department and to assist in the management of the circulation function but I have just learned that several ancillary issues remain to be resolved before these plans can be finalized. I am still hopeful that I will be able to share this change with you at your meeting next Wednesday. Similarly, I have done considerable research on classification standards and obtained salary data for comparable libraries so that we can begin a systematic review of the classification of Library positions. The Chair and I met this afternoon to review information I have gathered. My written report is not yet finalized but I plan to send it to you prior to your meeting.

Submission of FY24 Preliminary Budget Narrative, Potential Articles and Capital Plan Projects

The heavy focus on personnel matters has prevented me from meeting the Aug. 31st deadline to submit this information to the Town Administrator. Organizational changes could have financial implications for FY24, however, so I needed to focus on those areas first. I began to put together the more comprehensive budget review yesterday and am hoping to complete and submit this information to the Town Administrator by the end of the week. I will email copies to you since the information won't be included in this packet.

Meeting with the Accessibility Rights Committee

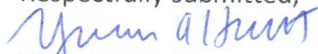
I met with the Accessibility Rights Committee on August 9th and gave a presentation on the accessibility of the facility, which was made ADA compliant by the 1998 renovation, and on the resources and services we offer for people with disabilities. Committee members were extremely complimentary about all of the ways we try to meet the needs of community members and to ensure everyone is welcomed and able to access services and participate in programs.

We discussed the recommendations in the 2018 ADA Self-Assessment and ADA Transition Plan, completed by a consultant. The vast majority of issues noted in the report are facilities issues, such as accessible entrances, the force required to open doors, etc., so they plan to meet with DPW/Facilities Manager for a review of the report and a status update on any progress towards addressing the items listed. I pointed out that many of the doors at the Library that are listed as not being accessible entrances are, in fact, emergency exits. I do not agree with the consultant's recommendation to direct patrons back through the length of the building in an emergency to the main entrances, which do not require the use of steps to exit, since time of the essence. They agreed the opinion of the Fire Inspector would be important to obtain and that it is likely the Inspector would prioritize people exiting the building onto a landing step or porch so they are outside as quickly as possible and won't be overcome by smoke inhalation or trapped by a fire on their way to the main entrances. I also pointed out that some of the non-facilities recommendations

in the report are incorrect, for ex. assertions that the accessible side of the Circulation is blocked by materials and cannot be used by patrons in wheelchairs or that the height of the Homework Center workstations is not ADA-compliant because they are not adult ADA-compliant height (they are of ADA-compliant height for children's workstations.)

It was very good meeting with a lot of information exchanged. The Committee plans to schedule our Assistive Technology Coordinator, Carla Burke, for a future meeting. Carla is a former member and former Chair of the committee so she can talk to them about how the previous committee organized their work and what training and resources are available from state agencies.

Respectfully submitted,



Virginia Hewitt
Library Director

Assistant Library Director's Report for
September 7, 2022 Board of Trustees Meeting

Written 08.30.22

Personnel

August presented several staffing challenges related to the ongoing vacancies in Circulation and Youth Services as well as several staff absences due to illness and family emergencies. At the beginning of the month, I met with outgoing Senior Library Technician Joanne Clingan to review the transfer of her assigned duties, specifically the daily management of our museum pass reservation software as well as network in-transit reports, and the Books on Wheels programs. Some of these duties have been reassigned and some await reassignment and will be performed by the management team until we hire additional staff.

Circulation

On August 17th, I attended the CLAMS Membership meeting to discuss and vote on the potential migration to a new Integrated Library System (ILS). The vote to approve the migration from our current ILS, Innovative's Sierra, to Koha and Aspen Discovery supported by Bywater Solutions was unanimous. Our tentative Go-Live date is currently set for February 27, 2023 with staff training to begin in early 2023. As you are already aware, our Youth Services Librarian Ann Carpenter served on the ILS selection committee for CLAMS and she assures us that this migration will benefit both staff and patrons. .

On August 23rd, Staff Librarian Suzanne Martell, Administrative Assistant Carey Sims and I met with OCLC representatives to review the implementation process for our new Lending Key reservation module. This module has been added to our existing Museum Key reservation platform provided by OCLC and will allow patrons to reserve items from our Library of Things collections. The software will allow us to organize items within the collection based on categories and customize lending periods and other restrictions for each item within the collection. The versatility and customization offered by Lending Key will expand patron access to this collection in a way that our current Integrated Library System is unable to accommodate.

ARIS progress

Data collection, interpretation and calculation for the ARIS report is complete. However, the software used by the MBLC to collect and transmit data has been unavailable since August 23rd. Initially reported as a server outage, it was later determined that the source of the disruption was a ransomware attack. As of this writing, the system remains offline and the deadline for ARIS submission has been extended until September 9th. Prior to the breach, I had completed calculations and data entry for all but two questions on the report and needed only to complete those along with a final review before submitting the form. Thankfully I feel confident that, despite the disruption, we remain ready to complete and submit the report as soon as access is restored.

Programming

Fall program planning is coming along nicely. In September, we are co-sponsoring a virtual event with Brewster Ladies Library called The Crisis in Ukraine in Historical Perspective: A Virtual Talk with Professor Michael Strmiska. Plans for October include a presentation and Q&A on the Lower Cape Housing and Accessory Dwelling Unit Resource Center from Vicky Crea of Community Development Partnership. We will also be hosting the mother-daughter duo of Ehris and Velya urban for a virtual program called If the Brooms Fits, the history of Halloween and Witches. Don Wilding will present his talk Cape Cod Lore featuring a variety of Cape Cod tall tales related to ghosts, pirates, witches, mystical dunes, shipwrecks, and sea monsters.

Scheduled craft programs this Fall include a flower arranging workshop with Laurie Coffin of Wild Irish Rose and a candle making workshop with Garine Arakelian. Music programs include a visit from North Side String Band. Additionally, I am planning a Special Town Meeting podcast with Water/Wastewater Superintendent Dan Pelletier. Complete program information can be found on the Brooks Free Library Website event calendar.

Respectfully submitted,

*Emily Milan
Assistant Director*

Youth Services Report
August 31, 2022

Summer Reading Program

As of August 30, with one week of the summer program still left, we have had 76 middle and high school tweens/teens and 233 elementary or younger children sign up for the Summer Reading Program. This is almost identical to the number of young people who signed up last year. We had an increase in the number of tweens/teens and a slight decrease in the number of children, but since the increase was almost exactly the same as the decrease it is overall the same number of participants and likely simply the result of a particularly strong cohort of readers aging up into tween/teen category this year. Of those who signed up 70% of the tweens/teens and 71% of the children have returned to claim a prize. While we may see small changes in the final week of the program, these percentages are in line with what we typically experience. The participants read for 2,090 hours.

Special Summer Programs

With generous funding from the Friends of the Brooks Free Library we were able to hire 15 outside performers for the summer, six of whom performed in August. We ran 28 programs for children and four for tweens/teens in August, for a total attendance of 1,203. Our total July/August attendance was 2,235 people. This was, unsurprisingly, a significant increase over last year's 870. It is in line with attendance pre-pandemic, where the 3 year pre-pandemic average was 2,220.

Back to School

Monomoy goes back to school on September 6th. Middle School Makers will make its post-2020 return on Thursday afternoons after school. I will also be visiting the middle school to run an afterschool program at the school on Tuesdays. The new Harwich Elementary School principal has already granted permission to continue the weekly classroom visits this year. Preschool Projects, which goes on hiatus during the summer, will reconvene Wednesday mornings starting on the 7th. We will once again be hosting the Children's Place program Spanish Playdate on Friday mornings.

Respectfully submitted,

Ann Carpenter

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

Technology

I set up the reference in-house laptop to print to the wireless printer and created instructions for the in-house Chromebook to print to the wireless printer. This gives patrons another way to take advantage of our wireless printer and makes our laptops and Chromebooks more useful. I also downloaded the Tor Browser on the reference laptop, allowing for more anonymous web browsing. I purchased an additional laptop for public use in-library only to be kept at the reference desk, which will help when we have a high demand. I also updated the library Playstation, which allows staff to play DVDs and Blu-Rays. I reached out to Useful Support because our OPACS have not been automatically opening in the morning, and at this time it looks like the problem has been resolved. Lastly, I am working on updating our Gale webpage outlining the different statewide databases we have access to, hopefully making it easier for patrons to navigate and find the information they need.

Programming

I contacted the Harwich Fire Department to host another storm safety presentation, and possibly more, likely at the end of fall/early winter. I also offered my assistance to the Harwich Historical Society on the possibility of recording a podcast with the director, asking residents to read specific passages from a book. In addition, I created and refined an outline for a presentation outlining the technology resources available at the library.

Collection Development

I purchased 33 ebooks and 14 eAudiobooks. I also ordered 24 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, making it easier for management staff to access important files and information.

Respectfully submitted,
Jamie Thornton
Staff Librarian

FY23 Budget Balances

Updated 8/31/22

AREA OF EXPENDITURE	Appropriated Amt	Spent	Remaining Balance	Percent Spent
Advertising	\$180.00	\$0.00	\$180.00	0%
Dues, Subs & Travel	\$3,524.00	\$376.44	\$3,147.56	11%
Library Materials	\$162,942.00	\$31,038.23	\$131,903.77	19%
Electric	\$27,475.00	\$5,524.04	\$21,950.96	20%
Employee Fringe Benefits	\$370.00	\$0.00	\$370.00	0%
Gas	\$8,867.00	\$90.59	\$8,776.41	1%
Library Supplies	\$13,000.00	\$907.50	\$12,092.50	7%
Maintenance & Repair	\$5,700.00	\$127.20	\$5,572.80	2%
Office Supplies	\$5,750.00	\$220.03	\$5,529.97	4%
Professional & Tech	\$50,973.00	\$41,605.36	\$9,367.64	82%
Water	\$1,402.00	\$0.00	\$1,402.00	0%
Total Library Expenses	\$280,183.00	\$79,889.39	\$200,293.61	29%
Wages & Salaries	\$755,032.00	\$120,635.72	\$634,396.28	16%
TOTAL	\$1,035,215.00	\$200,525.11	\$834,689.89	19%