

Extra

**Brooks Free Library Board of Trustees**

Wednesday, April 10, 2019 - 7 pm  
Thornton Room, Brooks Free Library  
739 Main St., Harwich MA 02645

**Agenda**

1. Call to Order/Attendance
2. Approval of Minutes of Feb 13, 2019
3. Public Comment
4. Reports:
  - A. Chairman
  - B. Library Director
  - C. Building & Grounds Committee
  - D. Liaison from Board of Selectmen
  - E. Friends of Brooks Free Library
5. Correspondence:
  - A. Invitation to attend MCPPO Inspector General training for Public Board and Commissions - May 14 in Centerville
6. Old Business:
  - A. "Open House" event for Exterior Preservation Project
  - B. Update on FY20 Budget and Library's Town Meeting Articles
  - C. Update on CPC projects
    - a. Rogers Groups
    - b. Harwich Oracle
7. New Business:
  - A. Update on candidates of Board of Trustees (May 21, 2019 election)
  - B. Vote Employee Request for Leave of Absence
  - C. Vote to Accept Donations
  - D. Streetscape Furnishings - discussion and possible vote
  - E. Strategic Planning Process and Timeline
  - F. Re-schedule/cancel May meeting - 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, 2019 - Community Center
  - B. Library Board of Trustees -Wed., May 8, 2018 - 7 PM - Brooks Library
10. Adjournment

**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 - Agenda, Minutes & Reports - will be posted on the Town website, [www.harwich-ma.gov/brooks-free-library-board-of-trustees](http://www.harwich-ma.gov/brooks-free-library-board-of-trustees), and the Library website, [www.brooksfreelibrary.org/brooks-free-library-board-of-trustees](http://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](mailto:brooksfreelibrary@clamsnet.org).*

## Brooks Free Library Board of Trustees

Wednesday, Feb. 13, 2019 - 7 pm  
Thornton Room, Brooks Free Library  
739 Main St., Harwich MA 02645

### Draft Minutes

1. Call to Order/Attendance: Chair Mary Warde called the meeting to order at 7:03 p.m. JoAnn Brown, Jeannie Wheeler, Kathleen Remillard, Library Director Ginny Hewitt and Assistant Director Emily Milan were in attendance. Absent Bill Warde, Ann Emerson and Joan McCarty.
2. Approval of Minutes of Jan. 9, 2019: Ms. Remillard made a motion to approve the minutes of January 9, 2019. Ms. Wheeler seconded, and the motion passed unanimously.
3. Public Comment: none
4. Reports:
  - A. Chairman: none.
  - B. B. Library Director: In addition to her written report, Ms. Hewitt reported her recent attendance at a League of Women's Voters panel discussion on H2B visas. She also noted an upcoming CPC meeting on March 14th during which updates in pending projects will be accepted.
  - C. Building & Grounds Committee: none
  - D. Liaison from Board of Selectmen: none
  - E. Friends of Brooks Free Library: No members of the Friends Board were present. However, Ms. Warde announced that upgrades to the meeting room are scheduled to begin on February 25th and are expected to be completed by March 16th.
5. Correspondence: none.
6. Old Business:
  - A. FY20 Budget and FY20-26 Capital Plan Projects: The draft budget was presented to BOS on Monday and included no changes to our portion of the operating budget. Capital Plan projects were also submitted and included the completion of the Exterior Preservation Project under Facilities Maintenance portion of the Capital Plan.
  - B. Technology Article for May 2019 Annual Town Meeting: Ms. Hewitt reminded the Board that existing article funding is being repurposed for future technology upgrades. This article will be included on the Warrant for the 2019 Annual Town Meeting.
  - C. Approve Amended and Restated CLAMS Membership Agreement: The updated agreement has been reviewed and approved by the Town attorney. Ms. Remillard made a motion to authorize the Chair to sign the restated CLAMS membership agreement including any editorial changes. Ms. Wheeler seconded the motion and it passed unanimously.
  - D. Rogers Groups project: After a brief discussion of the project expectations, the Board agreed that the next step is to go to bid for the conservation of the Roger Group statues. Ms. Hewitt will pursue this course of action.
  - E. Update on Completion of State Ethics Test : Ms. Hewitt reminded the Board that the deadline for completion of the training and test is April 2019. The Board was asked to submit documentation to Ms. Hewitt who will then submit a complete packet to the Town Clerk.
7. New Business:
  - A. Accept Monetary Donations: none.

- B. Accept Donation of Reframed Photo from Harwich Port Framing: Ms. Remillard will send a letter of gratitude to Dave Sadoski for reframing the historic photo. ((SEND Info to Kathleen))
  - C. Use of State Aid: Use of state aid funds was discussed by the board, Ms. Remillard made a motion to designate library state aid funds for use in conjunction with the interior modifications project currently on the Capital Plan. Ms. Brown seconded and the motion passed unanimously.
  - D. Planning for celebration/recognition event for exterior preservation project: Ms. Brown suggested we postpone any celebration until the end of May or June. This will allow more time for planning. The Building and grounds committee will begin work on planning a celebration and will report back to the Board.
8. Trustee Reports and Requests for Next Meeting's Agenda: none.
9. Upcoming Meetings/Events
- A. Selectmen/Finance Committee Budget Hearings – March 2, 2019 – Time to be determined (approx. 2 to 4 pm)
  - B. Library Board of Trustees –Wed., March. 13, 2019 - 7 PM – Brooks Library
10. Adjournment: Three being no further discussion the Jeannie Wheeler made a motion to adjourn. JoAnn Brown seconded and the Chair adjourned the meeting at 9:15 p.m.

Respectfully Submitted,

Emily Milan

Assistant Director

Library Director's Report  
April 3, 2019

Election for Board of Trustees:

Two seats on the Board are up for election this year. Bill Crowell has filed nomination papers to run for re-election but Ann Emerson has decided not to run for another term. At least one community member has indicated an interested in running as a write-in candidate.

Office of Inspector General training for Boards and Committees

A flyer is included in your packet from MCPPO Office of the Inspector General announcing training for public boards on their fiduciary responsibilities, oversight tools, and preventing and detecting fraud, waste and abuse. The workshop is May 14 from 5 to 8 pm in Centerville. This training isn't usually offered locally so the Town is asking boards and committees to try to take advantage of it.

One-day Closure for Generator installation

The generator was scheduled to be installed on Wed. March 13<sup>th</sup> but we were notified the afternoon of the 12<sup>th</sup> that NStar would not be coming. We publicize that we wouldn't be closed on the 13<sup>th</sup> after all, but circulation and use of the library was down about 40% compared to an average Wednesday in March. The generator is now scheduled to be installed on Monday, April 8<sup>th</sup>. The building will be without power all day, so the Library will be closed.

Leave Without Pay (LWOP) request

Senior Library Technician Joanne Clingan has submitted a letter requesting 6 weeks of leave without pay from Sept. 25 – Nov. 6, 2019. Joanne has been an extremely valuable member of our staff since 2007. Joanne's position is budgeted for 19.5 hours per week and she works a three day per week. As a part-time employee she does not does not accrue vacation time, so she doesn't have paid leave to cover her absence. Article 16 of the Harwich Employees Association contract states that with the approval of the Department Head and the Town Administrator employees may be granted leave without pay for up to 90 consecutive work days. Joanne has given us a lengthy advance notice, which provides time for us to plan for her absence, so it's my recommendation that the Board approve this leave LWOP request.

FY20 Budget

I attended the Selectmen/Finance Committee budget hearings on March 2<sup>nd</sup> to present our budget. Both the Selectmen and FinCom seemed satisfied with the rationale for our requests and are expected to approve the Town's Operating Budget without any reductions to our original request.

Our Salary and Wages line isn't finalized, however, as the FY20 pay plan for managers in the Personnel ByLaw (PBL), which includes my position, hasn't been approved yet. The pay plan for PBL managers and those in the SEIU union have always been identical, but it was discovered during the budget review that the PBL plan hadn't received the same increase in rates given to the SEIU. We were notified of the error and provided a new pay plan on March 11 that matched the SEIU increase and our Salary and Wages line was increased \$5,123. On March 27<sup>th</sup> we were notified that the pay plan was being revised again and those additional funds would not be necessary. When the Selectmen discussed this on April 1, several raised concerns that parity between the non-union and union managers was not being maintained. No decision was reached. The Selectmen will discuss this again on April 8<sup>th</sup> so we should know the final FY20 Salary and Wages number before your meeting on April 10<sup>th</sup>.

## May 2019 Annual Town Meeting Articles

The Selectmen and Finance Committee have supported the two Library articles on the warrant.

- A. Article 12 for facilities maintenance contains \$90,000 for sidewalk and streetscape repairs identified in 2015 by landscape architects Rowe, Richardson and Brown (part of McGinley Kalsow's larger report on the exterior). This is the final phase of the exterior project.
- B. Article 28 repurposes \$29,000 from prior articles for technology for the Library.

### Friends' remodel of meeting room and basement lobby

The Friends of Brooks Free Library's project to create storage cabinets in the meeting room and basement lobby was completed March 16<sup>th</sup> and makes a tremendous difference in the appearance of the room. The meeting room, lobby and basement were also painted. Hardware still has to be added to the doors and coat rack, but we're able to use the room again and it looks fantastic!

### Transfer of Property

With the creation of a built-in coat rack in the basement lobby, the freestanding metal coatrack was no longer needed. I offered it to the Monomoy Regional High School for the School Store and they gratefully accepted it to use for displaying merchandise. Students who manage the store are part of the post-graduate (18-22) program at the school and they volunteer here two days a week, doing clerical work for our VITAL program, so it was great to be able to assist them in their endeavors.

### Strategic Planning

We're beginning the planning process to create our next strategic plan. Using concepts from the American Library Association's Turning Outward civic engagement initiative, the first phase will consist of gathering information about the community and community members' aspirations and concerns. Library staff members for the planning team are in place for the information gathering phase but we'll be looking for one or two Trustees to join the team as we move forward to review what we've learned about the community, identify areas/issues for the Library to focus on and develop goals and objectives for the next few years. Stay tuned for more info on this.

### Mass. Maritime's Emergency Management Advisory Committee

Because of my involvement with COSTEP (disaster preparedness for cultural heritage organizations) I've been asked to serve on the advisory committee for Mass. Maritime Academy's Emergency Management program, which offers undergraduate and graduate Emergency Management degrees. My appointment starts with their annual meeting on May 15<sup>th</sup>.

### Community Preservation Act Funded Projects:

Chair Mary Warde and I attended the Community Preservation Committee meeting on March 14<sup>th</sup> to thank them for their support for the exterior preservation project and to provide a status update on the two open projects.

#### A. Rogers Groups

- I reported to CPC that we'd received a draft assessment and conservation treatment plan from the conservator and were very close to finalizing it. Several CPC members were concerned with the length of time since the funds were awarded and that we may not have sufficient funds to do the work. We will return in May to provide an update.
- Since the CPC meeting we've received the final assessment and treatment conservation plan and we have processed the invoice to pay the conservator for his services. I've prepared a draft Request for Quotes as well as a draft contract.

- I met with Bob Doane, a member of the CPC, to provide him with copies of the assessment and treatment plan, request for quotes and draft contract and to discuss the complexities of the conservation project. Three quotes must be solicited for a project costing between \$10,000 and \$25,000. If we receive a quote from a qualified conservator who can do the work within available funds, the project can move forward. If not I'll discuss how the CPC would like us to proceed when I met with them in May.

#### B. Preservation and Digitization of the Harwich Oracle

The contractor has the originals and we expect the project to be completed by June 30<sup>th</sup>.

#### Outreach/Community Engagement Activities:

- I recently attended a very useful session the Cape Cod Times held for community members regarding getting news and events in the paper and on their website. It was a great to make connections with the editors and to learn about how the newspaper and newsroom operate.
- Housing advocacy – I attended the March 8<sup>th</sup> meeting of the Planning Board to speak in favor of their proposed amendment to the Accessory Dwelling Bylaw, which is also supported by the Town's newly formed Affordable Housing Trust committee. The Affordable Housing Trust has contracted with the Lower Cape Community Development Partnership ("Lower Cape CDP") to provide staff support for their efforts. One of their services is an on-site Housing Coordinator who hold office hours in Town Hall every Thursday. Reference Librarian Jennifer Pickett and I met with the Lower Cape CPD staff members and will assist them by serving as a community location where residents can sign up for Thursday afternoon appointments. We'll also help publicize their awareness and outreach efforts.
- Municipal Finance 101 - We partnered with the Voter Information Committee to host this very well attended and informative session on the basics of municipal finance with the Town's Finance Director, Carol Coppola, on March 26<sup>th</sup>. More information is included in Assistant Director Emily Milan's report. Emily is also a member of the Voter Information Committee.
- Harwich Center Initiative – The committee met on Feb. 28<sup>th</sup> to discuss the feedback obtained at the Community Listening Session in January, review other on-going initiatives that overlap with this committee (the proposed Harwich Center Cultural District, the ADA sidewalk grant, the Cape Cod Commission's traffic study scheduled for later this spring, the Historic District Historical Commission, and the upcoming work on a new Local Comprehensive Plan) and to discuss next steps. Economic development is not easily done within the confines of a public meeting, and it was noted that committee members are restricted in what they can do under State Ethics guidelines without appearing to favor or promote an individual business. Much of the feedback received at the Community Listening Session revolved around the need for traffic calming, changes in traffic flow and where and how to accommodate additional parking. The Committee's work in this area has to wait for the recommendations of the Cape Cod Commission traffic engineers so we'll be on hiatus until the fall when the results of the traffic study should be available.
- Sight Loss Services - I met with Don Howell, Chairman of the Board of Sight Loss Services to discuss the participation of their clients in Brooks Free Library programs, which we welcome. Sight Loss Services will arrange the transportation for their clients who need it. Following our meeting I contacted the staff at Sight Loss Services, providing a description of upcoming programs and encouraging them to have their clients attend. Later in the month Assistive Technology Coordinator Carla Burke wrote a letter of support for Sight Loss Services for the Human Services grant they receive from the Town.

- This month I attended two networking events, the Council on Aging's Women's breakfast and the Cape Cod Technology Council breakfast meeting.

### Weather Related Closing

I closed the Library at 2 pm on Sat, March 6 after being advised by DPW that they could not plow the parking lot without blocking in the cars behind mounds of snow, so they wouldn't be doing it until the lot was empty. Snow was already 4-5 deep and I was concerned that patrons and staff vehicles would become stuck if we waited longer to close.

### Town Report

We recently learned our submission for the Annual Town Report wasn't included in the packet the Town sent to the printer. Since the error was discovered before the final proofreading was due we hope it will be included in the printed report, but it's possible it may not be.

### Building Maintenance:

In addition to the generator work discussed above:

- A. Wet carpeting discovered in Friends' Book Sale Room on March 22<sup>nd</sup> after a heavy rain overnight. There has been a recurring problem in that corner of the building, underneath the corner by the front door where the Blocks Block joins the 1998 addition. DPW is aware of the problem and will investigate.
- B. A contractor working for the Town removed two trees on the side of the upper parking lot by Parallel St, removed one tree next to the building on Bank St. and trimmed all other trees around the building. There are no longer any branches that overhang or touch the building and there is a wide air space all around the exterior.
- C. The Fire Inspector found no issues during his annual inspection of the building this week.
- D. Heat problems in the Reference area were fixed this month and a stuck valve that's causing overheating in the Cahoon Room is scheduled to be repaired soon.

Respectfully submitted,

Virginia A. Hewitt  
Library Director

## FY19 Budget Balances

3.31.2019

AREA OF EXPENDITURE	Appropriated Amt	Spent	Remaining Balance	Percent Spent
Advertising	\$160.00	\$0.00	\$160.00	0%
Dues, Subs & Travel	\$3,500.00	\$445.04	\$3,054.96	13%
Educational Supplies	\$152,725.00	\$102,315.36	\$50,409.64	67%
Electric	\$32,500.00	\$22,062.74	\$10,437.26	68%
Employee Fringe Benefits	\$393.00	\$0.00	\$393.00	0%
Gas	\$11,980.00	\$7,118.54	\$4,861.46	59%
Library Supplies	\$12,600.00	\$3,994.14	\$8,605.86	32%
Maintenance & Repair	\$5,600.00	\$2,749.31	\$2,850.69	49%
Office Supplies	\$5,650.00	\$3,287.95	\$2,362.05	58%
Professional & Tech	\$47,977.00	\$41,948.15	\$6,028.85	87%
Water	\$1,026.00	\$447.69	\$578.31	44%
Total Library Expenses	\$274,111.00	\$184,368.92	\$89,742.08	67%
Wages & Salaries	\$676,740.91	\$478,453.28	\$198,287.63	71%
<b>TOTAL</b>	<b>\$950,851.91</b>	<b>\$662,822.20</b>	<b>\$288,029.71</b>	<b>70%</b>



## Assistant Director's Report

April 4, 2019

### Outreach

COA Director Emily Mitchell asked us to provide guest speakers at both the Men's and Women's breakfasts at the Council on Aging this month. Reference Librarian Jennifer Pickett and Emily Carta will be attending the Men's' breakfast on April 12 and I will join them both for the Women's' breakfast on April 26th. We were also approached by Alzheimer's Family Support Center of Cape Cod who would like for us to attend the Remembery Walk on May 11th. I plan on attending and will have a booth where we can display resources and materials related to Alzheimer's, dementia, caregiving, and other related topics. Jennifer Pickett will assist me in the selection of appropriate materials.

### Municipal Finance 101 program

This past month we hosted a joint program with the Voter Information Committee during which Town Finance Director Carol Coppola offered an overview of municipal finance and the budget cycle. The program was well attended although it was held during the work day. In order to reach a wider audience, including those with typical work schedules, we were able to tape the program and it can be viewed via the Harwich Channel 18 YouTube channel. It is my sincere hope that joint programming related to civic engagement will continue in the Fall. In order to facilitate the program planning process, Voter Information Committee will be moving their meetings to Brooks Free Library as of September 2019. We will meet on the fourth Wednesday of the month at 5 pm.

### Cultural District Partnership

I attended a meeting at the Chamber of Commerce on Friday, March 16th with Chamber Director Cyndi Williams, Town Planner Charleen Greenhalgh, and Selectman Ed McManus. We discussed the Partnerships' objectives as well as the next steps in the formation of the Cultural Districts which includes the development of a District web presence. Having recently undergone a web update I offered my assistance in the development of a new site.

### Website Update

I would like to thank Senior Library Technician Carey Sims for updating the photograph on the main page of our website. The new photograph highlights the beautiful restoration work which was recently completed. Carey also plans to photograph the building again the spring when the trees are in bloom.

Respectfully submitted,  
Emily Milan  
Assistant Director

Youth Services Report  
April 2, 2019

April Vacation

We have a number of programs lined up for the public schools' April vacation week. We will have a Stuff Your Own Animal program, make Strawberry Shortcake, show the movie Ralph Breaks the Internet, and do our annual Stuffed Animal Sleepover.

Destination Imagination

Our homeschooling program has a Destination Imagination team, and they did an excellent job at the regional tournament in March. Our team placed fifth overall (out of six) and were first place in the sub-category of the Instant Challenge, where the team had to think on their feet to solve a problem in under five minutes. Destination Imagination is a program where a group of students work for several months to create a solution to a specific problem set, and then present that solution as part of an eight minute skit.

Children's Roundtable Meeting

The Cape Cod Youth Services Librarian's Roundtable meeting was held at the Brooks Free Library at the end of March. Meeting four times a year, the Roundtable is an opportunity for youth librarians to share ideas and discuss topics that affect the entire Cape youth population. After the meeting I gave a tour of the Brooks youth areas, and showcased some of our more innovative offerings, such as makers kits, Binge Boxes, and our reader's advisory rings. One of the other librarians told me that "Brooks is a role model for other libraries on the Cape".

Respectfully submitted,  
Ann Carpenter  
Youth Services Librarian



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**ARE YOU A MEMBER OF  
A PUBLIC BOARD OR COMMISSION?**  
*Know Your Responsibilities*

**PREREQUISITE: NONE**

**COURSE LEVEL: BASIC**

**INSTRUCTIONAL METHOD: GROUP-LIVE**

**ADVANCED PREP: NONE**

This three-hour training is essential for every member of a public board, commission, committee or authority (collectively, "public board"), as well as for public officials who regularly interact with public boards. Attendees will learn about some of the tools needed to successfully conduct public board activity, oversee their organizations, and ensure public money is spent appropriately. Attendees will also learn how to identify and prevent fraud, waste and abuse and how to comply with key legal requirements applicable to public boards.

**CLASS DATE:**

**May 14, 2019**

**5:00 p.m. - 8:00 p.m.**

**COMM Fire Headquarters**

**1875 Falmouth Road—Route 28  
Centerville, MA 02632**

**Tuition Free**

**Please register by sending your name and the name of the jurisdiction you represent to MA-IGO-Training@mass.gov. Thank you!**

**Topics covered include:**

- Fiduciary duties and responsibilities
- Tools for effective oversight
- Preventing and detecting fraud, waste and abuse
- Ethics requirements for members of boards and commissions
- Public Records Law
- Open Meeting Law



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**Guide for Members of Public Boards and Commissions**

**How to be an Effective Member of a Public Board or Commission**



Commonwealth of Massachusetts  
Office of the Inspector General  
Glenn A. Cunha  
Inspector General  
December 2017 Edition

Please see our website to download our *Guide for Members of Public Boards and Commissions* at <https://www.mass.gov/files/documents/2017/12/12/OIG-Guide-for-Members-of-Public-Boards-and-Commissions-December-2017.pdf>