

**Brooks Free Library Board of Trustees**  
**Wed. April 7, 2021 at 7 pm**

**Agenda**

This meeting will be held VIA REMOTE PARTICIPATION and recorded for later broadcast. The public can access the meeting online at <https://global.gotomeeting.com/join/704742757>

You can also dial in using your phone. Tel: +1 646-749-3122 Access Code: 704-742-757

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1. Call to Order/Attendance
2. Vote to Approve Minutes of Mar. 3, 2021
3. Public Comment
4. Reports:
  - A. Chairman
  - 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. Update on Library Operations during COVID-19 pandemic
  - B. FY22 Budget Update
  - C. Update on Circulation Office Plans and Possible Vote to Authorize Spending from Fial Gift Account
7. New Business:
  - A. Vote to Accept Monetary Donations
8. Trustee Reports and Requests for Next Meeting's Agenda
9. Upcoming Meetings/Events
  - A. Library Board of Trustees – 7 pm on May 5, 2021, June 2, 2021
  - B. Town Meeting - Saturday May 8 2021, 10 am - MRSD field
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 Library website, [www.brooksfreeelibrary.org/brooks-free-library-board-of-trustees](http://www.brooksfreeelibrary.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 [brooksfreeelibrary@clamsnet.org](mailto:brooksfreeelibrary@clamsnet.org).*

## MINUTES

### BROOKS FREE LIBRARY BOARD OF TRUSTEES

#### REMOTE PARTICIPATION ONLY

Wed. March 3, 2021 at 7 pm

#### DRAFT

**TRUSTEES PARTICIPATING:** JoAnne Brown, Linda Cebula, William Crowell, Kathleen Remillard, Bernadette Waystack and Jeannie Wheeler. Joan McCarty was absent.

**ALSO PARTICIPATING:** Library Director Virginia Hewitt and Assistant Director Emily Milan

#### 1. Call to Order/Attendance

Chair JoAnne Brown called the meeting to order at 7:08 PM. Ms. Hewitt read the following announcement:

“Pursuant to Governor Baker’s March 12, 2020 Order Suspending Certain Provisions of the Open Meeting Law, G.L. c. 30A, §18, and the Governor’s March 15, 2020 Order imposing strict limitations on the number of people that may gather in one place, this meeting of the Brooks Free Library Board of Trustees is being conducted via remote participation. No in-person attendance by members of the public will be permitted but every effort has been made to ensure the public can adequately access the proceedings as provided for in the Order. Members of the public who would like to join the meeting live may do so using the link or phone number provided on the agenda. This meeting is being recorded and will be shown on Channel 18 and available on demand on Channel 18’s website and YouTube.”

The Chair conducted a roll call of Trustees present so they were identified to any remote participants or those watching the recording. Responding present were L. Cebula, W. Crowell, K. Remillard, B. Waystack, J. Wheeler, and J. Brown. The Chair noted that Library Director Hewitt and Assistant Director Milan were also present.

#### 2. Vote to Approve Minutes of Feb. 3, 2020

MOTION: To approve the minutes of the Feb. 3, 2021 meeting. (motion: B. Waystack; second: J. Wheeler)

Roll call vote: L. Cebula – in favor, W. Crowell – in favor, K. Remillard – in favor, B. Waystack – in favor, and J. Brown – in favor. The motion passed.

#### 3. Public Comment- None

#### 4. Reports:

- A. Chairman - Moment of silence for Senna Fernandez, Trustee from 1998-2001.
- B. Library Director- Included in the packet. Chair asked for questions or comments. None. VH oral comments, majority of time spent on budget. With level funding there wasn't much room, and took a deeper dive this past month to make sure we have documentation for future budget years. Also spent time with COA on

vaccination programs and ways of the library to assist. There was a CLAMS meeting last week. Of note, there are 50 online magazines for OverDrive. OverDrive has changed vendors for service and expanded access temporarily. Cost would almost double with a new option to select fewer titles. CLAMS Reached an agreement with OverDrive to maintain access without the major financial hike.

- C. Assistant Director- see notes
- D. Review of Other Staff Reports or Information in Meeting Packet- Chair discussed AC's flat friend program.
- E. Building & Grounds Committee- Beth Williams, VH mentioned space planning MBLC workshop - made a point that you should never underestimate the need for storage space, meeting space or staff work areas, all three areas that were not provided sufficient space in our 1996-1998 renovation. Chair mentioned the program included resources such as an online guide that was very helpful. Also mentioned that the virtual option was nice since they are usually so far away from MBLC workshop locations. Chair encouraged the board to keep an eye for email about future programs.
- F. Liaison from Board of Selectmen- none

## 5. Correspondence

## 6. Old Business:

- A. Update on Library Operations during COVID-19 pandemic- going well, running smoothly. Department Head meeting on Tuesday, Governor loosening restriction and health metrics. Town anticipated opening town hall by appointment in mid April. Will wait to see how that goes. Concrete planning for summer for Wednesday morning for outside storytime. No indoor programs planned for this summer.
- B. FY22 Budget Update- reported that original cuts for level funding was restored. Will meet municipal appropriation requirements for certification as long as Harwich Port and Chase articles pass. Hearing will be held Monday March 15th during the Selectmen's meeting. Waiting for advance info the finance committee will want, Vh will email the budget package prior to that meeting.

## 7. New Business:

- A. Vote to Accept Monetary Donations - NONE

## 8. Trustee Reports and Requests for Next Meeting's Agenda- polled the trustees for reports, comments feedback from Selectmen or community members and any issues you'd like on the next agenda B. Waystack: no, J. Wheeler: no, confirmed whether Ann Cahoon delivered Cahoon painting. VH confirmed that it was delivered last week. K. Remillard: no, L. Cebula: no, W. Crowell: obvious that we are doing a good job keeping the library and minds alive, commended us, when we do open, we will hit the sidewalk running.

9. Upcoming Meetings/Events

- A. Library Board of Trustees – 7 pm on April 7, 2021, May 5
- B. Selectmen Finance Committee budget hearings – Monday March 15th  
Selectmen's meeting

10. Adjournment

MOTION: To adjourn. (motion: W. Crowell, second: B. Waystack). Roll Call vote: L. Cebula – in favor, W. Crowell – in favor, K. Remillard - in favor, B. Waystack – in favor, J. Wheeler- in favor, J. Brown – in favor. The motion passed unanimously and the meeting adjourned at 7:41 pm.

Respectfully Submitted,

Emily Milan

Assistant Director

Library Director's Report for  
April 7, 2021 Board of Trustees Meeting

4.1.21

Current Operations

- Curbside services and online programming continue to run smoothly. More details are provided in the staff reports included in your packet.

Circulation Statistics:

- Direct Circulation

This statistic measures physical items checked out at our library, whether they belong to Brooks Free Library or come to us from another library to fulfill our patrons' holds

- We checked out 5426 items to our patrons through curbside service in March, an increase of 1043 items (23.8%).
- Year-to-date for FY21 we have checked out 45661 items from July–March, less than half of the 96918 in the same time period in FY20, which was only impacted by the pandemic restrictions for the last two weeks of March.

- Item Circulation

This statistic measures how many times our physical items have been checked out by patrons, whether here at Brooks Free Library or at another library

- Our items were checked out 4747 times in March, here and at other libraries. This is an increase of 842 (21.6%) compared to Feb. 2021.
- Year-to-date our items have been checked out 42654 items (here and at other libraries). This is less than half of the FY20 total of 93689 for July–March, which was only affected for the pandemic for the last two weeks of that time period.

- Overdrive

The March statistics for Overdrive aren't available yet from CLAMS, but from July 2020 to Feb. 2021 our patrons have borrowed 23,233 eBooks and downloadable audiobooks, a 36% increase over the same time period in FY20.

- Cape Cod Times image edition

- Patrons continue to make good use of our online subscription to the Cape Cod Times, with a record 7008 views in March. This surpassed the previous highest month, April 2020, which had 6909 views.
- Since the pandemic began one year ago, use of the Cape Cod Times image edition has increased 51% (32013 views July-March in FY20 versus 48304 views July-March in FY21.)

The following table shows use of the Newsbank resource for the past three fiscal years. I thought you might be interested in seeing how use has increased over the past year, but also how you can relate the highest use months to news about the pandemic. (Note: Newsbank was a traditional periodical database until FY19 when they made the image edition of the Cape Cod Times available to CLAMS libraries and we subscribed to it, so this table also shows how popular the image edition is in comparison to a database of newspaper articles. (The gray block for Jan. 2019 shows when the image edition was made available to the public.)

**NEWSBANK STATS FOR CAPE COD TIMES AND OTHER NEWSPAPER DATABASES**

	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Ap	May	June	Total
FY21	6425	5405	4470	4137	5150	4651	5446	5612	7008				
FY20	3292	3283	3464	3289	3157	2772	3627	4006	5123	6909	6271	6089	51282
FY19	52	100	61	23	57	300	830	906	895	1279	2453	1721	8677

Planning for Resumption of Inside Browsing

- We continue to gather information from public health officials and library professionals as we look towards a resumption of inside browsing later this spring.
- The library leadership team has been meeting to consider options and we've also had larger meetings with the whole staff to discuss.
- We expect to resume inside browsing in May if the "3<sup>rd</sup> surge" currently being experienced on the Cape is under control and Harwich and surrounding communities are no longer in the red.
- More concrete plans will be developed over the next month and reviewed with you at your May 5<sup>th</sup> meeting. The timeline, as well as inside browsing hours and restrictions, will be modified according to conditions in the community.
- I've met with several area library directors individually in recent weeks and have now initiated a meeting of the Lower and Outer Cape library directors for later this week so we can exchange information on their plans and developments in their communities.

Internal Preparations for Inside Browsing

- Last week I prepared and distributed a letter to staff members urging them to obtain the COVID-19 vaccine now that the Governor has opened up eligibility to workers involved in the provision of consumer goods. (Letter included in your packet.) Some staff members had been eligible under previous criteria, but most had not and this was a concern.
- Following distribution of my letter most of our staff members have successfully obtained vaccine appointments. In the next few weeks we will accommodate changes in staff members' schedules as appointments may occur during their scheduled shifts.

- The vaccine does not eliminate the risk of acquiring or transmitting the vaccine, so precautions will still be necessary for the foreseeable future, but the vaccine is expected to lessen the severity of the illness for most people.
- In addition to developing the service plan (hours, where patrons can go, and what services are available) we will also be working on preparing the facility, removing seating, configuring public computer settings, transitioning from our cohort staffing system, disposing of furniture previously declared surplus, and orienting and training any returning substitutes or newly hired substitute Library Assistants.

#### FY22 Budget and Capital Project

- Following our budget hearing on March 15<sup>th</sup> both the Board of Selectmen and Finance Committee have approved the Town operating budget. No changes were made to the Town Administrator's recommended budget for the Library.
- The Selectmen and Finance Committee approved the article providing \$20,000 to the Chase and Harwich Port Libraries. If this article passes at Town Meeting the Town will meet the Municipal Appropriation Requirement and retain state library certification.
- The Selectmen and Finance Committee have also approved the \$148,500 article for replacement of the Library roof. This project has been on the Capital Plan since FY14 (9 years.) Originally planned for FY17, the project has been pushed back several times. The 20-year shingles were installed in 1997 so it's important that the work be done next year. If approved at Town Meeting the procurement process and construction work will be managed by the Facilities Manager and Town Engineer.
- Town Meeting has been scheduled for Saturday, May 8<sup>th</sup> at 10 am outside on the field at the Monomoy Regional High School.

Respectfully submitted,

Virginia Hewitt  
Library Director

## Assistant Director's Report

April 1, 2021

### Programming

This past month a good portion of my time was dedicated to two new programming efforts. The first being a weekly discussion group of the text *The Four Agreements* by Don Miguel Ruiz. The group was well attended and feedback indicates that a more in-depth weekly discussion group, as opposed to a monthly "one-off" discussion group, is of great interest to our patrons. I plan to repeat the discussion group in the Fall with an evening offering of *The Four Agreements* as well as to invite the existing group back for a follow-up discussion of the next text by Ruiz, *The Fifth Agreement*.

The second programming effort completed in March was the Know Your Town podcast series. I was able to record, edit, and publish 15 episodes of the series resulting in approximately seven hours of content. The experience was extremely rewarding and enlightening. From a Voter Information standpoint, the series served to provide residents with valuable insights on the role of each department as well as how to stay informed and get involved in local town government. However, from a library standpoint, it also served as a wonderful opportunity to strengthen our connections with other town departments and I genuinely hope it will lead to further collaboration with those departments in the future. In the Fall, I hope to complete a follow-up podcast series exploring town boards and committees in an effort to help citizens understand the roles those boards and committees play in town government and to assist committees in recruiting for vacancies.

Staff Librarian Suzanne Martell has hosted several popular virtual craft programs including a Spring Gnome Craft this past month. Registrants are able to obtain the necessary materials for each project through curbside pickup and then join the virtual program meeting to complete the project from home. In April, Ms. Martell has planned a paper bead making workshop which is already nearing maximum capacity! Attendance at past programs, along with the current registration trend for future programs, is an indicator of the popularity of craft programs even in the virtual environment.

### Library Insight

This past month we initiated our search for a replacement product for Library Insight, our current calendar and museum pass product. With the assistance of Executive Assistant Megan Green and Senior Library Technician Joanne Clingan, I developed a plan and timeline for the search and transition process. The search committee has developed a detailed plan for the first phase of the project which is selection of a replacement product and we are using a project planning platform called Trello to organize documentation and track project progress. Review of the possible replacement products has been delegated to Ms. Green and Ms. Clingan as they are the subject matter experts in charge of maintenance and data entry related to our current



product. We expect to select a replacement product prior to the end of the fiscal year at which point we will begin transitioning to the new product. During that transition period, there will be some overlap of the subscriptions to the two products before we are able to fully transition to the new product prior to December 31, 2021.

#### Circulation Office Needs Statement

In March, I worked with Building and Grounds Committee Member Jeannie Wheeler to draft a needs statement related to the proposed reconfiguration of the circulation office. The draft statement, along with plans related to the project are included in this month's packet.

#### Quarterly check-ins

In previous years, former Staff Librarian Emily Carta and I used infrequent and informal "check-ins" with circulation staff to assess training needs and resource gaps. Beginning in April, all supervisors are adopting a practice of quarterly check-ins in addition to annual performance reviews. Through ongoing communications, we are seeking to establish relationships with our staff that allow us to provide in-the-moment feedback, establish shorter-term objectives, and remain in tune with strategic goals and employee objectives. The use of less formal and frequent interactions provides the opportunity to capture essential elements of each employee's development process and is designed to encourage a culture of mentoring, support, recognition, and communication. Documentation and discussions at quarterly check-ins will be used to complete the annual performance review.

Respectfully submitted,

Emily Milan  
Assistant Director

## Reference Librarian's Report

March 30, 2021

### Evening Book Group:

These last few months I have been helping other staff in the process of running the Evening Bookgroup. While it would have been easier for me to just run this group myself, it has been a good learning experience for the staff - some of whom are running a group for the first time. One of the skills they are learning in this process is how to set up, schedule, and run a virtual meeting using Google Meet. In these times, I feel strongly that this is an essential skill and all our staff need to be comfortable creating and running these virtual meetings.

### Nonfiction Weeding:

I have recently started a large weeding project of the adult nonfiction collection. Well I have previously weeded the collection using mostly circulation data, I recently attended some training sessions on a newer module of our ILS system called Decision Center. Decision Center is an entirely different way to access the data in our system and I was excited to learn how to run reports using previously inaccessible data points such as publication dates. I am in the process of removing a lot of the older, outdated, medical related books in our collection and in some cases replacing them with newer items. I hope to have the collection looking organized and up to date before we open again.

I requested additional time to work in the library over this past week so that I could work on projects with the collection and also to start looking at our public computer and printer set-up's that have not been used for more than a year.

### Wall Street Journal Digital Edition:

The WSJ has a fairly new digital edition that they started offering to public libraries. I had contacted the Boston Public Library in the hope that they might pick it up so that patrons across the state would have access (the BPL currently does this for the New York Times) but after not hearing back from them for some time I thought that we could try it for our patrons. I had to negotiate with the vendor for her to offer us an 'extended 4 month paid trial' as this is a fairly expensive product and I wanted to see what our usage would be before we signed a year long contract. Stats are yet to come but folks seem interested and our Facebook post was well received.

### Other projects:

I have been heavily involved in a few other projects that others are also working on (hotspots, tech inventory, policy and procedure development) and I am mostly spending my time at the library working in circulation. I have used a lot of vacation time over the past few months mostly taking time off to be with my kids who have bounced back and forth between going to school in person and 'remote learning' (they are both at Chatham Elementary). It has certainly been a challenging time but also a time that has allowed unique learning opportunities for all of us, and I am grateful for that.

Respectfully submitted,

Jennifer Pickett, Reference Librarian

Youth Services Report  
March 30, 2021

In Search of Deeper Learning Discussion

Along with Reference Librarian Jennifer Pickett, I will be leading a discussion group centered on the book *In Search of Deeper Learning* by Dr. Jal Mehta and Sarah Fine on April 13th via Google Meet. This discussion is part of a larger series of workshops in the Monomoy Community leading up to a virtual visit with author Dr. Jal Mehta later in April. Originally proposed by the Chatham Elementary School, the BFL, Eldredge Library, and Monomoy schools are hosting book discussion groups. The book focuses on the high school experience, but has implications for how learning is structured throughout the schooling experience.

April Vacation

We will be running three special programs for April Vacation. The first is an ongoing take-home craft that students can pick up at any time during the school vacation week and work on at their own pace. The craft is to make a bird feeder by combining bird seed with unflavored gelatin and shaping the mixture with cookie cutters. The resulting craft can be hung in trees as a self-contained bird feeder. We will be using the recipe on the Cornell Bird Lab to ensure that it is a safe and approved diy bird feeder method.

Our second program is Spy School, a virtual program that will walk students through “spy skills” such as how to make invisible ink, take fingerprints, and create secret codes. Participants can pick up a bag of “spy supplies” when they register. The program will be held on Saturday, April 17th.

The last special program is a Lego Countdown Challenge on Wednesday April 21st. Participants will receive a small baggie filled with Lego blocks (we have a large number donated to us just before the pandemic began). During the virtual meeting we will take 5 minutes to build something, then 4 minutes, and so on.

MRMS Summer Reading

I have been working with the MRMS on their summer reading list. They will not be able to supply every student with a copy of their summer reading book this year, so I helped the school track down how many physical and digital copies of each book the students would have access to, and was able to recommend a few changes they might want to make to their suggested list based on the availability of the titles.

Respectfully submitted,

Ann Carpenter  
Youth Services Librarian

Staff Librarian  
April 7, 2021  
Report to the Trustees of Brooks Free Library

Social Media/PR: I assisted in hosting a follow-up training for staff who attended the previous Canva training and reviewed the social media style guide. Staff created designs to practice and I was able to answer any questions. I created an array of social media posts advertising programs such as the Spring Gnome craft, some Know Your Town podcast advertisement, announcements about the family pantry offering grab and go food pickup, and the paper bead-making craft. We continued to post about librarian pets, which is one way for us to connect with the community. In addition, I interviewed Emily for the Library episode of the Know Your Town podcast, which should be airing on May 25th, and I updated our podcast page of the website to reflect the new season.

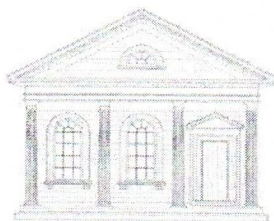
Technology: I set up our new hotspots and wrote a staff guide and patron agreement form for their use. This involved creating circulating hotspots and staff hotspots, in collaboration with Suzanne to catalog them. In addition, I prepared new receipt printers to replace old ones and add a receipt printer to the reference desk. This involved purchasing 7 USB cords to connect them.

Collection Development: I continue to do more research on graphic novels to add to the collection. I received my own login to OverDrive Marketplace and made purchases of ebooks and audiobooks. I also trained the Assistant Director of the Jonathan Bourne Public Library on Overdrive Marketplace basics.

*Future work*

I have selected barcode scanners that should work best with our system, and expect to be configuring them to our system so that they will be at the ready as backup scanners within the next month.

Respectfully submitted,  
Jamie Thornton  
Staff Librarian



**Brooks Free Library**

739 Main Street  
Harwich MA 02645  
508-430-7562

*Virginia Hewitt*

From: Virginia Hewitt, Library Director

To: Brooks Free Library Staff Members

Subj: COVID-19 Vaccination

Date: March 25, 2021

On March 17<sup>th</sup> Governor Baker announced expanded eligibility for the COVID-19 vaccination for residents age 60+ and employees in certain occupations beginning Monday, March 22. The Center for Disease Control and state, county and local public health officials have assured us that the vaccines are safe and effective. This letter is to encourage you to obtain the vaccination as soon as possible to minimize your occupational risk for becoming infected with COVID-19.

As Library employees your occupation requires continual exposure to a high volume of patrons, up to 90 per hour even when there are occupancy restrictions and time limits in place. In the near future, those restrictions will be loosened, allowing patrons to stay for extended periods, and as you are well aware, assisting patrons with reference questions, use of the copier and public computers, etc., necessitates standing in close proximity to patrons. In addition, as a destination for seasonal residents and visitors, the Library will soon be in the midst of our usual summer surge.

The state website on vaccine eligibility, [www.mass.gov/info-details/covid-19-vaccinations-for-certain-workers](http://www.mass.gov/info-details/covid-19-vaccinations-for-certain-workers), lists "Food, meatpacking, beverage, agriculture, consumer goods, retail, or food service workers" as currently eligible and describes this category as follows: "All staff involved in the production, processing, storage, transport, wholesale and retail sale, preparation, and service of food and consumer goods, including farm and other agricultural workers, including farm stand and nurseries." Library staff members are involved in the provision of consumer goods to the public so this category should be used when completing the online application for appointments. We will accommodate any schedule changes you may need for your appointment(s) because it is important to have our staff fully vaccinated as soon as possible.

Please let me know if you have any questions or concerns.

## FY21 Budget Balances

4/1/2021

AREA OF EXPENDITURE	Appropriated Amt	Spent	Remaining Balance	Percent Spent
Advertising	\$180.00	\$0.00	\$180.00	0%
Dues, Subs & Travel	\$3,845.00	\$1,270.00	\$2,575.00	33%
Library Materials	\$157,660.06	\$93,847.91	\$63,812.15	60%
Electric	\$25,741.00	\$14,573.60	\$11,167.40	57%
Employee Fringe Benefits	\$300.00	\$0.00	\$300.00	0%
Gas	\$10,601.00	\$5,892.15	\$4,708.85	56%
Library Supplies	\$13,000.00	\$11,782.53	\$1,217.47	91%
Maintenance & Repair	\$5,700.00	\$1,945.16	\$3,754.84	34%
Office Supplies	\$5,750.00	\$2,964.41	\$2,785.59	52%
Professional & Tech	\$50,725.00	\$45,264.61	\$5,460.39	89%
Water	\$1,315.00	\$752.53	\$562.47	57%
Total Library Expenses	\$274,817.06	\$178,292.90	\$96,524.16	65%
Wages & Salaries	\$730,884.71	\$521,244.75	\$209,639.96	71%
<b>TOTAL</b>	<b>\$1,005,701.77</b>	<b>\$699,537.65</b>	<b>\$306,164.12</b>	<b>70%</b>

	FY21 Starting Available Balance	Expended YTD	Balance 3.31.2021	Available (Minus Principal)
Total Other Trusts	\$105,123.46	\$0.00	\$118,397.47	\$95,637.47
Lang Fund	\$662,860.51	\$636.20	\$745,737.88	\$185,737.88
Gift Account	\$6,380.95	\$907.00	\$7,632.00	\$7,632.00
Fial Gift Account	\$53,411.11	\$0.00	\$53,411.11	\$53,411.11
State Aid Fund	\$71,105.78	\$0.00	\$75,732.91	\$75,732.91
Total Trust, Gift & State Aid	\$898,881.81	\$1,543.20	\$1,000,911.37	\$418,151.37

# Circulation Office Needs Statement

Draft 3.24.2021

## Current Condition:

The circulation office currently serves as the secondary storage location for office supplies with the primary location being locked cabinets in the back hallway. The space also serves as a staff workspace with two workstations which are frequently utilized by part-time staff who do not have assigned workstations. Finally, it is the sole location for part-time staff to store personal belongings and professional files and materials used in the completion of their work activities.

The current layout is inefficient and does not meet staff needs. We are utilizing eight storage cabinets from the former Harwich Middle School which are too large for the space and thus are taking up valuable square footage in a narrow room with limited space. The current configuration is not suitable for the efficient storage of office supplies as the cabinets are deep and much of the storage space is inaccessible (too deep and too high).

It also fails to meet the needs for personal and professional storage space for part-time and per diem staff members. The current configuration requires staff as well as volunteers to share two small coat closets for the storage of personal belongings during work shifts. This raises security concerns as the shared space cannot be locked or secured. Additionally, part time and per diem staff have nowhere to store personal belongings between shifts. The only semi-permanent storage space provided for part-time and per diem staff are small metal mailboxes. These mailboxes measure only 5" X13" and do not offer enough space for the storage of personal items or professional files and materials. *See Attachment A for photographs of the current configuration.*

## Current Needs:

- Provide personal and professional storage space for PT and per diem employees.
- Improve the footprint of staff workstations to create a more efficient and ergonomic work space for staff members who do not have a designated workstation elsewhere in the library.
- Improve the footprint of office supply storage solutions to create a more efficient, convenient and accessible storage location for supplies and equipment.

## Proposed improvements:

At the direction of the Board and the Library Director, we met with Beth Williams to discuss improved utilization of the existing space. We developed a plan that would address the needs outlined above. Ms. Williams suggested enclosing the space to the right of the office entryway to create a locked office supply closet. To the left of the entryway, Ms. Williams suggested a custom workstation and storage solutions for professional materials as well as a locker and mailbox system that would provide staff with secure storage solutions for personal items both during and between shifts. Ms. Williams further suggested we request the assistance of the DPW to build the storage closet and contract with a third party for the lockers and workstation. *See Attachment B for the proposed reconfiguration.*

## Steps moving forward:

### Staff workstation and locker system:

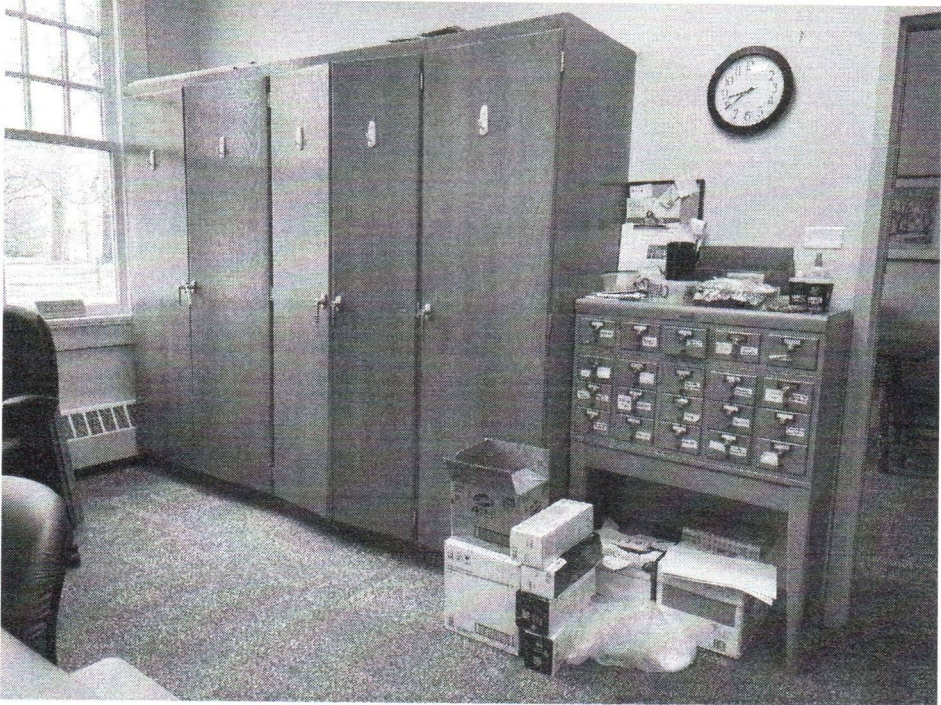
1. Approve proposed plan.
2. Review and approve the plans for built-ins cabinets, lockers, and the staff workstation.
3. Once funding is approved by the Trustees we will move forward with the procurement process.

### Supply Closet:

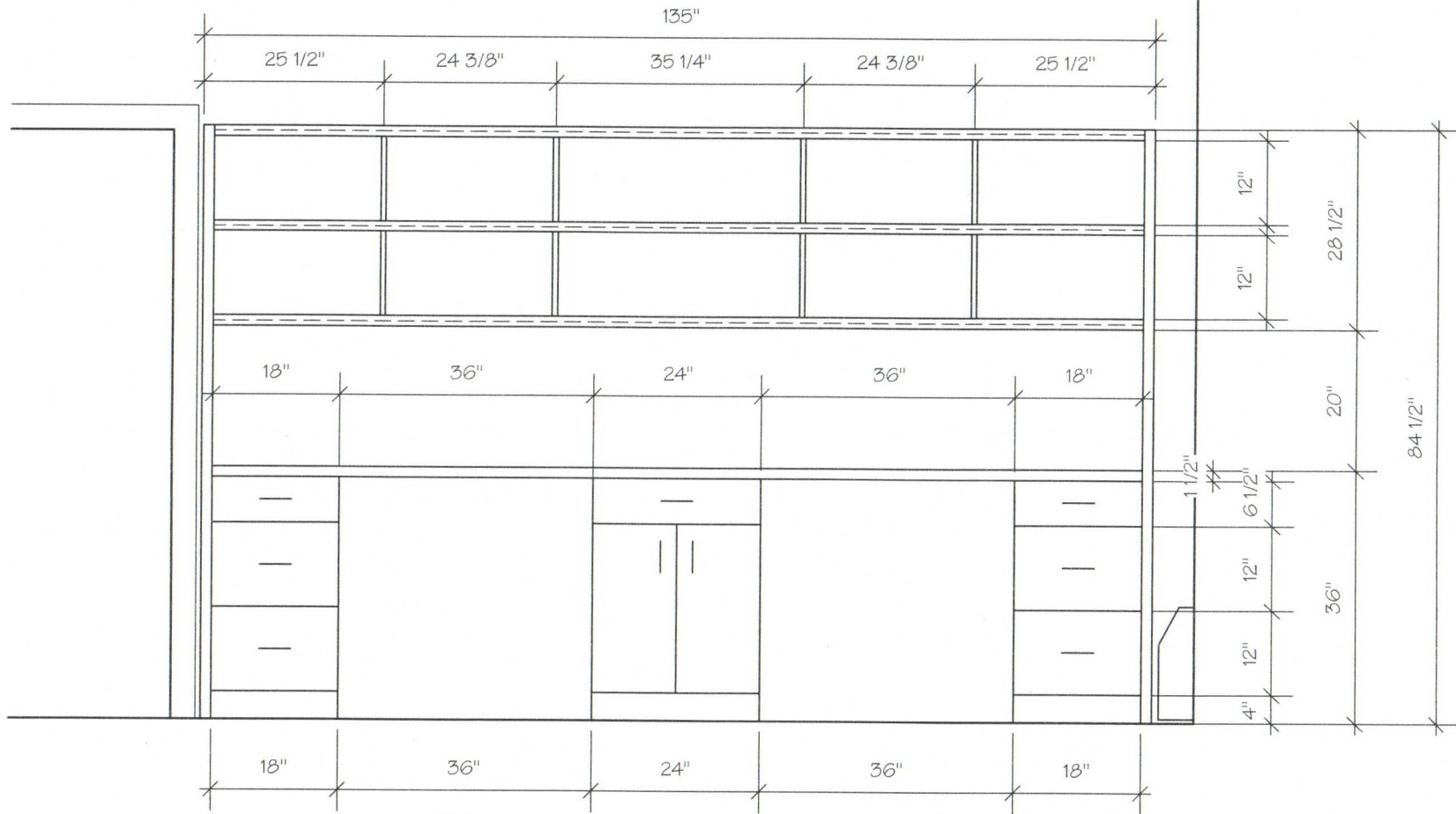
1. Contact DPW for assistance on building a wall to enclose half of the space to create a storage closet for office supplies.
2. Research shelving options for inside the storage closet.



**Attachment A: Current Configuration of Circulation Office**







Elizabeth Williams Interior Design

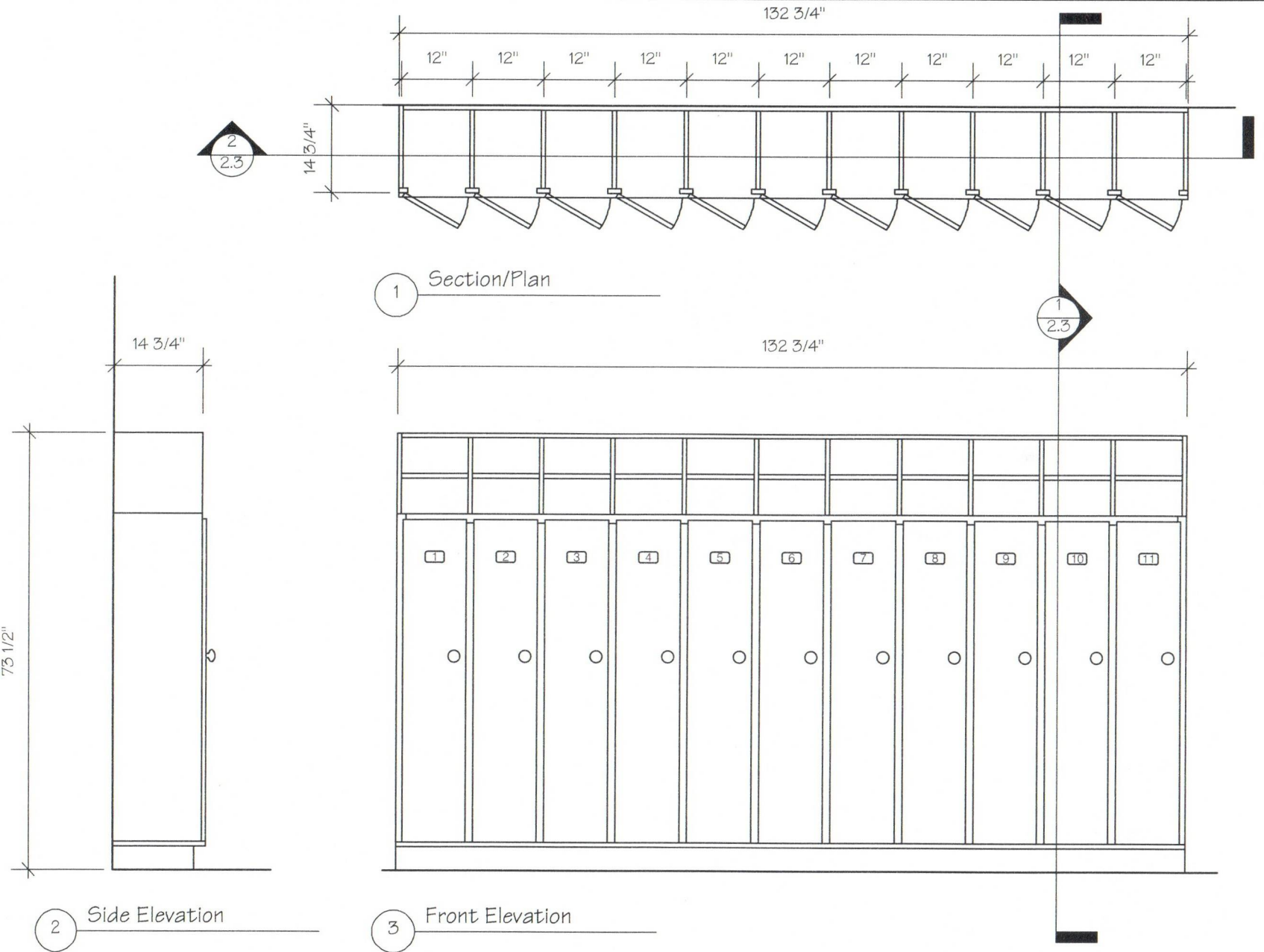
45 Main Street West Harwich, MA 02671  
 508-432-7900  
 ElizabethWilliamsDesign.com

January 4, 2021  
 Scale: 1/2"=1'-0"  
 or as noted  
 Brooks lockers.mcd

Workstation Elevation  
 Workroom  
 Brooks Free Library Harwich, Mass.

Drawing  
 Number

2.1

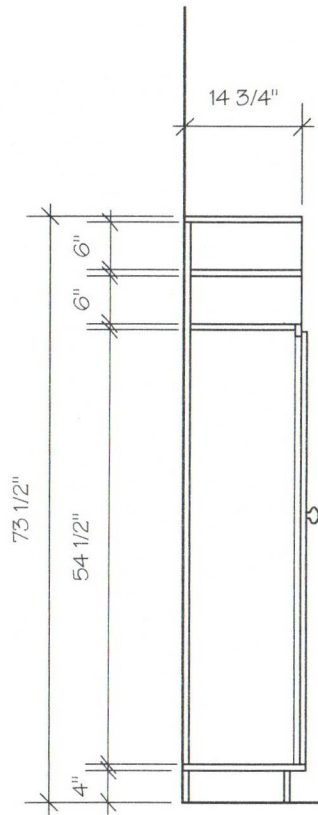


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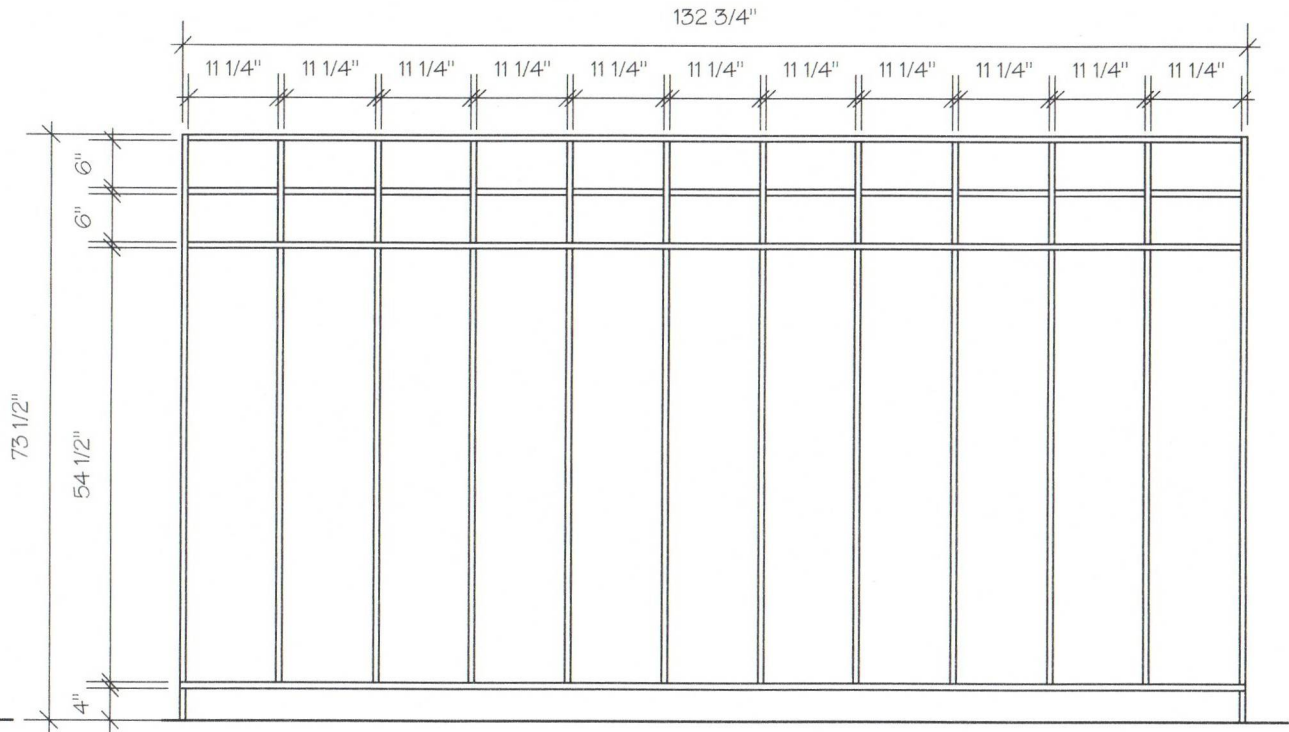
January 4, 2021  
 Scale: 1/2"=1'-0"  
 or as noted  
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Section/Plan & Elevations Lockers  
 Workroom  
 Brooks Free Library Harwich, Mass.

Drawing Number  
**2.2**



1 Section



2 Section



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Locker Sections  
 Workroom  
 Brooks Free Library Harwich, Mass.

Drawing  
 Number

2.3