

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

Agenda

1. Call to Order/Attendance
2. EXECUTIVE SESSION – Pursuant to M.G.L. c.30A, § 21(3), to discuss strategy with respect to collective bargaining if an open meeting may have a detrimental effect on the bargaining position of the public body and the chair so declares - Harwich Employees Association
3. Vote to Approve Regular Session Minutes of March 2, 2022 Trustees Meeting
4. Public Comment
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
8. New Business
 - A. Vote to Accept Monetary Donations
9. Trustee Reports and Requests for Next Meeting's Agenda
10. Upcoming Meetings/Events
 - A. Friends of Brooks Free Library - April 21, 2022 at 10 AM
 - B. Annual Town Meeting - May 2 and 3, 2022
 - C. Library Board of Trustees - May 4, 2022 - 7 pm
 - D. Library Board of Trustees - June 1, 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 - Agenda, Minutes & Reports – 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. Mar. 2, 2022 at 7pm
739 Main St., Harwich MA 02645

DRAFT MINUTES

1. Call to Order/Attendance: The Chair called the meeting to order at 7:09pm. Present were L. Cebula, K. Remillard, W. Crowell, and B. Waystack. Library Director Hewitt and Assistant Director Milan were also present.
2. Vote to Approve Regular Session Minutes of Feb. 2, 2022 Trustees Meeting
Motion: L. Cebula Second: B. Waystack Passed unanimously.
3. Public Comment: No public comment.
4. Reports:
 - A. Chair: No report at this time.
 - B. Library Director: In addition to her written report, Hewitt distributed an updated organizational chart which more accurately reflects current library operations. She also indicated that she was working on updating the job description for the Assistant Library Director which also fails to capture current operations. Next, Hewitt shared that Reference Librarian J. Pickett will be taking a six week medical leave of absence. She discussed options for covering the leave and the pros and cons of each. Hewitt also shared that WBZ reporter Kim Tunnicliffe recently interviewed Reference Librarian Pickett and produced a piece on the Confidential Corner which can be found online here:
<https://wbznewsradio.iheart.com/content/confidential-corner-provides-reading-anonymity-at-brooks-free-library/>. Finally, Hewitt indicated that she is currently working on two projects which will be presented to the Board at a future meeting. The first is a media and community relations procedure outlining how to address inquiries from the media. The second related to MA GL which requires all Library Directors to have a signed contract on file.
 - C. Assistant Director: In addition to the written report, Milan updated the Board on upcoming programs including Storm Safety, Author Talk with Marie Benedict and Community Development Partnerships overview of services to small businesses.
 - D. Review of Other Staff Reports or Information in Meeting Packet: None
 - E. Building & Grounds Committee: None
 - F. Liaison from Board of Selectmen: None
5. Correspondence : None
6. Old Business:
 - A. Update on Pandemic Effects on Operations: There were no updates beyond what was provided in the written Director's report.

- B. Update on FY23 Budget and FY23-27 Capital Plan: Hewitt corrected a slight error on the documentation in the budget packet from the Town Administrator noting that the term "state grant funding" really should read "state aid to libraries" and refers to the Municipal Appropriation Requirement which must be met annually in order for the library to remain certified and therefore eligible for both state aid and, equally important, reciprocal borrowing privileges. Hewitt also indicated that joint budget hearings with the Finance Committee and the Board of Selectmen will take place on March 10th and 17th. The final schedule has not yet been released but will be shared with the Board as soon as possible.

7. New Business

- A. Vote to Accept Monetary Donations: Hewitt reported that Sandy Shannon contacted her about donating a sum of money in memory of her mother Harriett Hackford who passed away in 2016. Ms. Hackford was an avid library user and Ms. Shannon wished to honor her with a donation on her upcoming birthday, March 7th. Chair Brown indicated that she would be most willing to meet with Ms. Shannon on Monday to accept the donation. The official acceptance of that donation will take place at the April board meeting. A motion was made to accept monetary donations to the library Gift Fund in memory of Josphine Rochelle as follows: \$25 from Joan Garrity, \$50 from Jean Ekert, \$30 from Sandra Sarver, \$25 from Christine Lepec, and \$10 from Dianne Webster.

Motion: L. Cebula Second: B. Waystack Passed unanimously.

8. Trustee Reports and Requests for Next Meeting's Agenda: Crowell indicated a desire to discuss and review a policy brief related to materials challenges. After a discussion on the merits of the collection development policy as it relates to trustee communication with constituents, it was decided that a policy brief geared at public communication was needed. Cebula also noted that she has not received the monthly investment summaries from Rockland Trust. Hewitt stated that she would look into it and ensure that these are forwarded as requested.

9. Upcoming Meetings/Events

- A. Library Board of Trustees – 7 pm on April 6, 2022 and May 4, 2022
- B. Friends of Brooks Free Library - March 17, 2022 at 10 AM
- C. Selectmen/Finance Committee Joint Budget Hearings - either the 10th or 17th

10. Adjournment : There being no further business the Chair adjourned the meeting at 8:18 p.m.

Motion: B. Waystack Second: K. Remillard Passed unanimously.

Respectfully Submitted,

Emily Milan

Library Director's Report for April 6,, 2022
Board of Trustees Meeting

March 30, 2022

Personnel:

Library Executive Assistant

Our Executive Assistant, Megan Green, was selected for a promotion to the position of Assistant to the Finance Director at Town Hall. Her last day at the Library was March 30th. Our entire staff will miss Megan, but since I work so closely with her this is a real loss for me. I will truly miss Megan, both professionally and personally. This is a great opportunity for her, though, as the position is more in line with her Masters degree and prior career. The Finance Division is fortunate to have her joining their team.

The recruitment process to replace Megan has stalled due to collective bargaining issues, and our internal posting was not approved. One of our seven full-time employees is out for several months on a medical leave, so the delay in filling this position will leave us even more short-staffed, missing 30% of our full-time staff. In addition to the effect on staffing for desk coverage, the accounting and payroll functions performed by the Executive Assistant are critical and time-sensitive.

The Trustees have personnel authority for Library employees and positions but, as you know, they are part of a larger collective bargaining unit so these issues must be resolved by the Town Administrator and the HEA. I have referred the matter to the Town Administrator and asked for direction. Based on prior situations in other departments, I don't expect a quick resolution of the issues. I am currently reviewing options for ensuring Emily and I have some assistance in performing some of the critical functions of this position in the interim.

Recruitment for Library Assistants

We are currently recruiting for Library Assistants. Employees in these positions work less than 6-hours per week on a regular basis and in an on-call substitute capacity. Hiring some additional Library Assistants will help with desk coverage in the long run but training will also require Emily's time in the next few months. We hope to have several new Library Assistants trained and able to function independently before summer.

Reorganization Plans

Previously discussed potential reorganization plans are on hold while I seek guidance on some related issues. I am using the time to explore the options for best organizational structure, with appropriate span of control for supervisory positions and efficient, effective alignment of duties into positions.

Recently we have realigned duties among our two Staff Librarian positions. (Note: These positions are on the same job description, which describes functions in various speciality areas - Technical Services, Technology, Outreach and Instruction, Collection Development, etc.. The assigned areas of focus may change periodically, so personnel actions or revised job descriptions are not required.) One Staff Librarian will still have the main focus on Technical Services (acquisitions, cataloging, and serials management) but will now focus

on supporting the circulation function instead of Reference. The second Staff Librarian will continue to function as our "Technology Librarian" but will now have a secondary focus on Reference. This change is a natural one since Reference and Technology are very intertwined. To assist with this change, Staff Librarian Jamie Thornton will be moving upstairs to the Cahoon Room and Staff Librarian Suzanne Martell will be moving downstairs into the "newly" enclosed alcove. It will be easier for Suzanne to see when the Circulation staff needs assistance from her new office and Jamie's workstation will now be closer to Reference. Jamie is currently on a temporary promotion to Reference Librarian while that staff member is out on a medical leave. The furniture has not yet been moved but should be accomplished in the next week. This change was agreed upon prior to the start of the Reference Librarian's leave, so it won't be a surprise upon her return. All parties are in agreement and feel this is a positive change.

Administrative

Final Report to CPC on Rogers Groups Project

One Thursday, April 7th I'll present the final report to the Community Preservation Committee (CPC) on the conservation treatment of 23 Rogers Groups statues. The statues were returned in October and a comprehensive 49-page Conservation Treatment Report was received from the conservator in November, documenting the work that was done on each statue. The invoice for the conservation work was paid in January (\$19580 to Skylight Studios) and a balance of \$270 remains in the article, which will be returned to the CPC. I'm currently preparing the written report and will share it with you when I submit it to CPC.

Respectfully submitted,

Virginia A. Hewitt
Library Director

Assistant Library Director's Report for
April 6, 2022 Board of Trustees Meeting

Written 03.30.22

Community Outreach

This past month I met with Tricia Murray from the Community Development Partnership ahead of their March 10th program on small business programs to discuss the variety of services provided by CDP. We discussed potential opportunities for collaboration on a series of events this Fall.

Professional development

This month I completed the training, both independent work and the real-time training, to become a certified Mental Health First Aider. This training prepares individuals to recognize changes in behaviors in order to identify and support others who may be coping with mental health challenges. As we've mentioned throughout the course of the pandemic, we've seen significant mental health impacts on both staff and patrons. Having completed this training I feel better prepared to identify and support staff as these challenges arise.

On March 29th, I attended a webinar provided by the MBLC and Massachusetts Commission for the Deaf and Hard of Hearing entitled Welcoming Deaf and Hard of Hearing Patrons to your Library. Jonathan O'Dell, the presenter, discussed a variety of assistive listening options and will be an excellent resource during the selection of our replacement system for the Thornton Meeting Room.

Also on March 29th, I also attended the Trustee Deep Dives: Collection Development and Intellectual Freedom program offered by the MBLC in the hopes of gaining some insight and information on Trustee responses to questions related to material challenges. Sadly, the response I received to my question wasn't exactly what I was looking for so I will continue my research in hopes of providing the Board with a more comprehensive overview.

Programming

In March we co-hosted a well-attended virtual author talk with Marie Benedict. The program's popularity led the collaborating libraries to discuss continuing this programming effort in the fall. We are tentatively planning to host a virtual author talk with Kim Michele Richardson, author of The Book Woman of Troublesome Creek, to discuss her latest release The Book Woman's Daughter (coming in May 2022).

In other news, we were selected as a NASA Webb First Image host. We are partnering with Marie Zahn, Harwich Historical Society Director and the Falmouth Public Library to host a series of events related to the Webb Space Telescope which will begin releasing its first public images in July of this year. Stay tuned for more exciting news on these events!

This past month I continued to record segments for our Know Your Town podcast and have completed the first round of recording with regulatory boards. I will take a break from recording until after the Annual Town Meeting. I expect the new episodes to begin airing in May.

Respectfully submitted,

*Emily Milan
Assistant Director*

Staff Librarian
March & April 2022
Report to the Trustees of Brooks Free Library

Social Media/PR

Began asking patrons to participate in our #IAmBFL story series. Flyers are at the circulation desk and the [survey](#) can be taken online as well. We receive compliments constantly but haven't had a chance to document and share them with others. For patrons that are interested, I will reach out to them and hear their stories, take their pictures in the library if interested, and begin posting them for National Library Week, April 3rd to the 9th. The stories will be on social media and on a living page on our website that can continue to be added to.

Technology

I updated all VITAL computers and with guidance from Megan and Emily selected and purchased a new monochrome all-in-one printer for the staff. I communicated with Stirling Brandworks and resolved an issue with our website where icons had disappeared.

Programming

Planned a program with the Harwich Fire Department for Wednesday, March 9th with Deputy Chief Craig Thornton and Captain Leighanne Smith on storm safety. A presentation and Q&A session was offered in the Thornton Meeting Room.

Staff

CLAMS worked with Innovative to add pronouns to our patron records. This is a positive move to make our system a more welcoming place to all users. I updated our library card registration forms, updated Sierra so pronouns are shown if added, and notified staff of the new changes. Ginny had CLAMS add this to our new patron templates to make it easier for staff.

Collection Development

February: I purchased 35 ebooks and 18 eAudiobooks, and ordered 14 new graphic novels.
March: I purchased 27 ebooks and 10 eAudiobooks, and ordered 24 new graphic novels.

Reference

I began my temporary promotion as Reference Librarian on March 23rd and have started selecting nonfiction books for purchase. I am excited and thankful for the chance to do more reference work. I look forward to assigning some projects to Pam North and assisting Carla with VITAL.

Future Work

Goals (May be re-evaluated due to the temporary promotion)

My one-year anniversary date was on January 25th, and Emily and I established my goals for the next year:

Goal 1: I will be responsible for designing, planning, and carrying out independent, collaborative, and outsourced technology programming as well as participating in the planning of other programs including but not limited to book groups and consumer safety programs.

Goal 2: As the lead librarian managing both the staff and public technology networks, I will be

responsible for developing a plan for the replacement of staff computers, workstations, and peripherals. Additionally, I will update the Useful servers which manage our public computers and OPACs.

Goal 3: With input from the management team, I will create a Librarian's Site on Google that will organize all the files and documents related to library operations that are frequently used by the team.

Respectfully submitted,
Jamie Thornton
Staff Librarian

FY22 Budget Balances

3/30/2022

AREA OF EXPENDITURE	Appropriated Amt	Spent	Remaining Balance	Percent Spent
Advertising	\$180.00	\$120.00	\$60.00	67%
Dues, Subs & Travel	\$3,524.00	\$1,388.00	\$2,136.00	39%
Library Materials	\$157,660.00	\$119,247.62	\$38,412.38	76%
Electric	\$25,741.00	\$20,761.69	\$4,979.31	81%
Employee Fringe Benefits	\$300.00	\$185.00	\$115.00	62%
Gas	\$10,601.00	\$5,756.39	\$4,844.61	54%
Library Supplies	\$13,000.00	\$7,948.39	\$5,051.61	61%
Maintenance & Repair	\$5,700.00	\$3,316.50	\$2,383.50	58%
Office Supplies	\$5,750.00	\$2,071.29	\$3,678.71	36%
Professional & Tech	\$50,973.00	\$45,079.98	\$5,893.02	88%
Water	\$1,391.00	\$628.73	\$762.27	45%
Total Library Expenses	\$274,820.00	\$206,503.59	\$68,316.41	75%
Wages & Salaries	\$741,156.89	\$490,054.09	\$251,102.80	66%
TOTAL	\$1,015,976.89	\$696,557.68	\$319,419.21	69%