

Brooks Free Library Board of Trustees

Wed., Dec. 11, 2019, 7pm

Thornton Room, Brooks Free Library

739 Main St., Harwich MA 02645

Agenda

1. Call to Order/Attendance
2. Approval of Minutes of Nov. 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
6. Old Business:
 - A. FY21 Budget Submission - discussion and vote
 - B. Proposed Standards of Conduct Policy - discussion and possible vote
 - C. Vote to Rescind the Patron Behavior Policy approved Jan. 12, 2000 & modified April 12, 2006 - (action contingent upon approval of Standards of Conduct)
7. New Business:
 - A. Proposal for Safety and Security Training for Staff Members
 - B. Vote to Approve Friends of Brooks Free Library's request to name Book Safe Room after Claire Kinney
 - C. Vote to Accept Donations
 - D. Potential change of Feb. meeting date
8. Trustee Reports and Requests for Next Meeting's Agenda
9. Upcoming Meetings/Events
 - A. Library Board of Trustees –Wed., Jan. 8, 2020 - 7 PM – Brooks Free Library
 - B. Selectmen & Finance Committee Budget Hearings - Sat. Feb 8, 2020
 - C. Library Board of Trustees –Wed., Feb. 12, 2020 - 7 PM – Brooks Free Library (currently scheduled; will discuss re: re-scheduling)
10. Adjournment

Authorized posting officer

Posted by

Virginia A. Hewitt

Brooks Free Library

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 the 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., Nov. 13, 2019, 7pm

Thornton Room, Brooks Free Library

739 Main St., Harwich MA 02645

DRAFT MINUTES

1. Call to Order/Attendance: Chair Warde called the meeting to order at 7:00 p.m. JoAnne Browne, Jeannie Wheeler, Bernadette Waystack, Joan McCarty, Bill Crowell, and Kathleen Remillard were in attendance. Also in attendance were Library Director Virginia Hewitt and Assistant Director Emily Milan.
2. Approval of Minutes of Sep. 11, 2019 - Bernadette Waystack made a motion to approve the minutes of September 11, 2019. The motion was seconded by Jeannie Wheeler and passed unanimously. (Mr. Crowell was not present for the vote.)
3. Public Comment: There was no public comment.
4. Reports:
 - A. Chairman- The Chair had no formal report at the time.
 - B. Library Director- A written report was included in the packet. In addition, the Director reported that the contract for the Rogers Group restoration project had been signed. The start of the project is forthcoming. At a recent CLAMS membership meeting, it was announced that an automated courtesy notice notifying patrons that their card is expiring in 30 days would be instituted. Ms. Hewitt also reported having attended a recent traffic safety meeting to inquire about the status of the Cape Cod Commission's traffic study in Harwich Center. The study has not yet been completed. Ms. Hewitt also indicated that she and Ms. Milan had attended a Census 2020 meeting and plan to do joint programming with Council on Aging Director Emily Mitchell. The return of the Trolley to Christmas Town was discussed. The event will take place here at the library again this year after being held at the Cultural Center for the last few years. Chair Warde offered congratulations to Ms. Hewitt on her recent election to the Massachusetts Library System Board. Ms. McCarty inquired about the mention of a patron issue which resulted in the issuance of a no trespass order in Ms. Hewitt's written report. It was discussed and decided that staff would benefit from formal training in dealing with such issues and that such training might require closing the library in order to have all staff attend. The Chair directed Ms. Milan to pursue training options and return to the Board with a plan of action.
 - C. Building & Grounds Committee- Jeannie Wheeler commented on the recent upgrade to the lighting in the building and the tremendous amount of work that has been done by Facilities Manager Sean Libby in recent months.
 - D. Liaison from Board of Selectmen- The liaison was not present to comment.
 - E. Friends of Brooks Free Library- The Friends were not present to comment.
5. Correspondence- There was no correspondence.
6. Old Business:
 - A. Update on the Conservation of the Rogers Groups sculptures- As stated in the Director's oral report. The project is now under contract but a start date has not yet been determined.

7. New Business:

- A. FY21 Budget Submission - Ms. Hewitt presented a draft of the FY2021 budget request. The Board discussed line items within the proposed budget and possible variables that could arise as this budget process unfolds. Deadline for budget submission is Nov. 29th, prior to the next meeting. Therefore Bill Crowell made a motion that the Board approve the Chair and Library Director to submit the proposed budget to the Town as long as the budget stays within the parameters of a 4.0% total increase. Jeannie Wheeler seconded the motion and it passed unanimously.
 - B. Revised Patron Behavior Policy / Standards of Conduct - The Board reviewed the draft policy and discussed possible amendments to the sections on Photography and Filming and Prohibited Behaviors. These suggestions and discussion will be used to work on a second draft which will come back to the Board in December.
 - C. Holiday Hours- The Library will be closed on Christmas Day and New Year's Day as directed by the Town. Christmas Eve and New Year's Eve have been declared half days. Based on past usage statistics, Ms. Hewitt recommended opening from 10 a.m. - 1 p.m. on both days. JoAnne Brown made a motion to approve opening the library from 10 a.m. - 1 p.m. on both Christmas Eve and New Year's Eve. Joan McCarty seconded and the motion passed unanimously.
 - D. Vote to Accept Donations- Donations since the last Board meeting included \$400 from the Sitkin Family Foundation through the Cornell University Foundation and \$120 from Susan Toye Ferguson. Additionally, in appreciation for training received through the VITAL program, a patron gave VITAL Coordination Carla Burke a \$250 Apple gift card. Carla explained to the patron that she herself could not accept any gift, but that the gift card would be donated to the Library where it would be used to benefit the VITAL program. A thank you note was delivered to the patron who, it was agreed, would remain anonymous. Joan McCarty made a motion to accept \$520 to be deposited in the Library's gift account as well as the \$250 gift card to be used to benefit the VITAL program. Brenadette Waystack seconded and the motion passed unanimously.
8. Trustee Reports and Requests for Next Meeting's Agenda- Jeannie Wheeler discussed hosting a staff appreciation week in December and the Board settled on the week of December 9-14th. Ms. Wheeler indicated that she would reach out to the Board via email to make further plans.
9. Upcoming Meetings/Events
- A. Library Board of Trustees –Wed., Dec. 11, 2019 - 7 PM – Brooks Free Library
 - B. Library Board of Trustees –Wed., Jan. 8, 2020 - 7 PM – Brooks Free Library
10. Adjournment - There being no further business JoAnn Brown made a motion to adjourn. Kathleen Remillard seconded and the motion passed unanimously.

Respectfully Submitted,

Emily Milan

Library Director's Report
December 5, 2019

FY21 Budget Request

Chairman Mary Warde and I have met and reviewed the proposed FY21 budget request. Our submission is included in your packets for your review prior to the discussion and vote at your meeting on the 11th. We are scheduled to meet with Acting Town Administrator Joe Powers and Finance Director Carol Coppola on Dec. 10th to review our request.

Rogers Groups conservation project

The fine arts moving company is scheduled to come on Dec. 12th to pick up the 23 sculptures and take them to Skylight Studios in Woburn.

MLS Board Meeting

I will be attending my first meeting as a member of the Mass. Library System (MLS) Board in Marlborough on Monday Dec. 9th.

Census 2020

Reference Librarian Jennifer Pickett and I are meeting with Council on Aging Director on Dec. 6th to create an outreach and assistance plan for our residents. Many of our seniors will be away on April 1st, 2020 ("snowbirds") and may not be aware they are to respond to the Census reporting where they live the majority of the year. Correct reporting of residency is critical as it estimated that for every person reported in the Census \$2400 worth of federal dollars is received through assistance to schools, road maintenance dollars, and many other federal and state programs. This is also the first Census that will primarily be completed online, so we will also begin planning how we will assist seniors and other residents who lack access to technology or do not have adequate technology skills to complete the Census.

MLA Conference

Following COSTEP's Resiliency Forum for Cultural Institutions in September we were asked to submit a proposal to present a program on resiliency and emergency preparedness at the Mass. Library Association conference in May. We've just been notified that the proposal has been accepted so I'll be working with Preservation Specialist Evan Knight from the Mass. Board of Library Commissioners, who is responsible for disaster planning and response, and Ben Hiltunen, an All Hazards Planner at the Mass. Emergency Management Agency, on this program.

Building and Grounds

Heating System -Work continues on the HVAC energy efficiency project. The new boilers have been installed and the focus now is on the new control system. We were able to turn the heat on in early November, though it is not yet consistent around the building. The new control system will greatly improve that, in addition to saving energy. The boilers inadvertently shut down and we had no heat on Sat., Nov. 30th but the Facilities Manager responded and re-started it. Staff members working that day were troopers, working in 55 degree temperatures. Because it is a large building temperatures didn't get back up to a comfortable range until closing time. Like any new system, there are bound to be some

initial hiccups. This shutdown may have been caused by excessive air in the system. The contractor is coming back to bleed the air from the system and perform other checks.

Continuing Problem with Elevator on Generator Power - The Facilities Manager has had multiple meetings with the electrical contractor and elevator company to troubleshoot the reason why the elevator does not work on the generator but the problem has not yet been resolved. NStar needs to be here for further troubleshooting and they have not yet scheduled a date.

Fire Sprinkler - Simplex is here for 3 days doing a 5 year inspection of sprinkler system.

Fire alarm "trouble" - Simplex techs have also been here multiple times in recent weeks to troubleshoot a ground fault on the fire alarm panel. The "trouble" status on the panel occasionally causes a shrill alert to sound and the alarm monitoring company and the Fire Dept. to respond.

Lighting Work - The majority of the Cape Light Compact funded work to replace all of the light fixtures in the building has been completed. Some areas were not done as the estimator miscounted the number of fixtures needed but they have been ordered and will be done shortly. The quality of the lighting is much improved, which was particularly needed in the stack areas. The Reference stacks and VITAL area on the second floor, however, are still dim even with the new fixtures. This is due to the type of fixture so we have requested that these fixtures be change to the same ones used in other stack areas of the building. That change would not be part of this project so we do not yet know how much this would cost and if funds are available for it.

Grounds work - The requested work to remove the two trees damaged by the tornado, trim the canopy of trees overhanging the driveway into the upper lot, hedge trimming between the parking lots, and the removal of a tree and brush/bush clean-up on the east side of the building have not yet been done.

FY20 Year-to-Date Budget

A spreadsheet showing expenditures through Nov. 30th is included in your packet.

Respectfully submitted,

Virginia A. Hewitt
Library Director

FY20 Budget Balances

12/2/2019

AREA OF EXPENDITURE	Appropriated Amt	Spent	Remaining Balance	Percent Spent
Advertising	\$160.00	\$0.00	\$160.00	0%
Dues, Subs & Travel	\$3,600.00	\$717.44	\$2,882.56	20%
Educational Supplies	\$155,750.00	\$73,982.03	\$81,767.97	48%
Electric	\$34,125.00	\$11,475.06	\$22,649.94	34%
Employee Fringe Benefits	\$280.00	\$0.00	\$280.00	0%
Gas	\$13,806.00	\$649.75	\$13,156.25	5%
Library Supplies	\$13,000.00	\$8,026.31	\$4,973.69	62%
Maintenance & Repair	\$5,700.00	\$1,044.12	\$4,655.88	18%
Office Supplies	\$5,650.00	\$1,498.86	\$4,151.14	27%
Professional & Tech	\$49,275.00	\$42,411.61	\$6,863.39	86%
Water	\$1,026.00	\$513.62	\$512.38	50%
Total Library Expenses	\$282,372.00	\$140,318.80	\$142,053.20	50%
Wages & Salaries	\$713,111.21	\$290,893.89	\$422,217.32	41%
TOTAL	\$995,483.21	\$431,212.69	\$564,270.52	43%

Brooks Free Library Standards of Conduct

DRAFT

Brooks Free Library is a vibrant and active community space providing traditional library services as well as a variety of opportunities for community members to gather, explore and share interests and ideas. Everyone is welcome as long as they respect the rights of other users and treat the facility and Library resources with care. We expect the Library to be a clean, comfortable and safe space for all community members and have established the following standards of conduct to protect the rights and safety of patrons, volunteers and staff and to preserve and protect the Library's materials, equipment, facilities and grounds.

Conversation and small group study are permitted in all areas of the building except in designated Quiet Areas (indicated by signage.) Patrons are requested to turn their cell phone ringers off and to use headphones when listening to audio so as not to disturb other users. Cell phone conversations are permitted except in designated Quiet Areas but should be brief. Extended cell phone conversations may take place in the entrance lobbies.

The Library consists of wide open spaces that allow noise to carry from one area to another. Patrons looking for a quiet experience should be prepared by bringing headphones with them and may also find reading, studying or working in the designated Quiet Areas more enjoyable. In addition, many young people use the Library after school and during the summer, particularly before and after Summer Reading Program activities, so patrons who may be bothered by a lot of activity or the louder volume may wish to plan their visits accordingly.

The Children's Room and Young Adult area are designated spaces for children and young adults and their families or caregivers. Adults who are unaccompanied by minors may use these spaces while retrieving materials from those collections.

Patrons observing violations of this Standard of Conduct are to report this behavior to a staff member. Patrons should not try to correct the behavior of other patrons themselves.

GENERAL CONSIDERATIONS:

- **Dress appropriately for a public place.** Clothing should cover the upper and lower torso and shoes must be worn while inside the Library. Obscenities emblazoned on clothing are inappropriate. Personal hygiene should be sufficient as to not offend others and to not leave stains/vermin on public property, e.g. furniture, books, keyboards, etc.
- **Behave appropriately for a public place.** Activities such as sleeping, dining, personal grooming, physical expressions of intimacy, sexual conduct and lewd behavior are inappropriate in the Library. Per our "[Policy on Display and Posting of Non-Library Materials](#)" soliciting, petitioning or canvassing is prohibited.
- **Appropriate use of restrooms:** Public bathrooms are not suitable places for time-consuming routines or for socializing. Except for very young children with their guardians and disabled persons with their caregivers, only one person should occupy a single user bathroom or bathroom stall. Restrooms are to be left in good condition for the next user.
- **Use of the Library by minors** is governed by our [Child and Teen Safety Policy](#).

- **Eating and drinking** - Patrons may consume covered drinks and small snacks, except when using the public computers, with the understanding that they will clean up after themselves and deposit trash in the receptacles provided.
- **Personal Property** - Patrons are responsible for keeping their personal property safe. It is recommended that patrons keep their personal property with them or secure it. Personal property must be properly stored out of aisles and travel paths so they do not present tripping hazards. The amount or volume of such items should not exceed what can be stored under a chair.
- **Group Activities** - Community members are welcome to use the Library as a place to meet others and share interests or participate in an activity. When not part of a Library-sponsored program these group activities fall under our [Policy on the Use of the Library for Non-Library Sponsored Group Activities](#).
- **Animals** - Service animals are defined under the Americans with Disabilities Act as being trained to do work or perform tasks for the benefit of a person with a disability. Pets, therapy dogs, and emotional support animals are not considered service animals under the ADA. With the exception of service animals, no animals are allowed in the building unless with a caretaker as part of a Library-approved program. Pet owners should be aware that leaving their pets tied up on the Library grounds or in a parked car may cause other patrons to become concerned and they could call the Police Department/Animal Control Officer if they deem the conditions are inappropriate and/or that the animal is endangered.
- **Wheeled equipment** - Wheeled equipment that is not medically necessary or used in service to young children may not be brought into the Library. Use of wheeled equipment on the Library property must not create hazards for drivers or pedestrians or damage Library property or automobiles. Bike racks are provided at both entrances and should be used when leaving bicycles and scooters unattended so they do not block sidewalks or create tripping hazards. It is recommended that users lock their bicycles when leaving them unattended.
- **Conduct yourself in a manner that does not interfere with other patron's ability to use the library.** Auditory, visual, and olfactory distractions may disturb other patrons. Cell phones, devices that play audio, cameras, and laser pointers are but a few of the devices that may interfere with other users' ability to use the Library. Smoking, strong odors, and powerful fragrances present health issues for some people. Patrons are asked to refrain from subjecting other patrons to odors.
- **Treat other patrons and staff with courtesy.** However subtle, intruding on the privacy of other patrons is inappropriate. Rude behavior to patrons or staff will not be tolerated.
- **Appropriate Use of the Internet** - is governed by our [Acceptable Use Policy](#)
- **Photography, Recording and Filming** is permitted as the Library is a public space, with the following restrictions: The Library may employ security cameras to deter criminal activity and to protect patrons, volunteers and staff members. Mass. General Law and the American Library Code of Ethics stipulate that the intellectual pursuits of patrons are private; therefore patrons are prohibited from recording individual patron's activity, transactions and interactions without their permission. The Library may periodically photograph and record programs and activities it presents for publicity and promotional purposes. If patrons do not wish to be included in Library photographs or recordings they are asked to notify a staff member. Patrons are asked to refrain from the use of flash equipment as this may cause health problems in some people.

THE FOLLOWING BEHAVIORS ARE PROHIBITED:

- Disruptive behavior such as running, jumping, spitting, throwing items, jostling, roughhousing, playing sound that is audible to others, talking loudly, singing, arguing, fighting, swearing and use of vulgar language, gestures, and pantomimes, or engaging in any other behavior that impacts other patrons adversely or may cause damage
- Physical violence of any kind, such as pushing, slapping, etc., is never allowed in the Library. It is understood that parents and caregivers may occasionally employ minor corrective action to prevent a child from being injured, such as grabbing a child to prevent them from running into the travel lane in the parking lot or quickly moving a hand away from an electrical outlet, but corporal punishment or other physical discipline may not be employed in the Library.
- Verbally or physically threatening or harassing other patrons, volunteers or staff members including stalking, staring, touching or using offensive language
- Patrons may not bring guns, weapons or harmful chemicals into the Library.
- Defacing or damaging Library property
- Stealing, vandalism or unauthorized use of another patron's belongings or Library property
- Smoking, chewing and other tobacco use, including use of electronic smoking devices
- Being under the influence of alcohol or illegal drugs
- Selling, using, possessing illegal drugs, alcohol, cigarettes or marijuana
- Sleeping, dining, personal grooming, physical expressions of intimacy, sexual conduct and lewd behavior
- Entering the Library barefooted, without a shirt, with offensive body odor or personal hygiene so as to be disruptive to the Library environment
- Bringing articles into the Library that are too large to fit under one Library chair
- As noted above, cell phone use is prohibited in designated Quiet Areas. In other areas conversations should be brief and not disturb other patrons.

Please note that anyone whose behavior is inappropriate is subject to having his/her picture taken for purposes of identification. Any property abandoned or associated with disruptive behavior is subject to confiscation and examination.

While Library staff members will generally issue a warning prior to informing a patron they must leave the building and/or calling for law enforcement assistance, this may not always be the case. This policy serves as notice. The library need not issue further warnings regarding these behaviors before issuing a No Trespass notice. Librarians have the authority to implement library policies and to determine appropriate standards of conduct. Patrons whose behavior is objectionable will be asked to leave. Minors may be asked to leave until a parent/guardian has been consulted. Failure to leave immediately, as requested, is regarded as trespassing.

This policy was approved by the Brooks Free Library Board of Trustees on December 11, 2019 and replaces the Patron Behavior Policy.

Assistant Director's Report
December 3, 2019

Staff Training

Staff Librarian Emily Carta and I completed our follow up with each staff member to conduct a skills assessment. Through these assessments, we were able to learn a lot of the various ways that each staff member accomplish daily tasks. We identified short cuts that some staff are using that save valuable time and simplify procedures. The next step will involve designing winter training along with best practices guides based on these findings. We are also continuing to plan a security and safety training for January with a target date of Friday, January 31st.

Programming

Last month's "Extreme Weather: Tornadoes" program with Phil Burt was quite a success. You can read more about the program in the attached article which was published in the Cape Cod Chronicle on November 20, 2019. The Community Conversation held the following week was not as well attended but was still very productive. Based on results from a past programming survey we will continue to offer these types of conversation style programs but will use past experience to help plan each new event. January is shaping up to be a very busy month for special events. Also included in the packet, is a flyer for a series of special events on organizing, always a popular topic at the start of a new year. We will also be hosting some joint programming with Cape Cod Community Media including a Smartphone Photography workshop and Media Literacy event. We also plan to kick off the VIC Know Your Town Series in January as well. Also new in January is our BYOBook group. Circulation Assistant Pam North suggested, and offered to shepherd, a new book group called Bring Your Own Book. The group will each read a book based on the month's theme and bring the book to share with the attendees. A flyer with a complete description of the program was included in this month's packet.

Online scheduling options

After reviewing our options for online scheduling Emily Carta and I have selected an option called When I Work. Employee information has been entered and a template schedule has been created. Staff orientation to the new product will begin in January with a target date of eliminating our current spreadsheet schedule by February 1st.

Respectfully submitted,
Emily Milan
Assistant Director

How And Why A Rare Tornado Occurred On Cape Cod

20 November 2019

By: Ellen Chahey



Meteorologist Phil Burt told the tale of Cape Cod's July 23 tornado on Nov. 14 at Brooks Free Library. ED MARONEY PHOTO

'Weather Nerd' Phil Burt Explains

HARWICH – Tornado!?

That single word, complete with the astonished punctuation, was the first image in a PowerPoint talk on Nov. 14 at Brooks Free Library about the unusual event that pounded Harwich, Chatham, and some of the Upper and Mid Cape on July 23.

The speaker was Phil Burt, a self-proclaimed “weather nerd” who has a master’s degree in meteorology. “I’ve been addicted to weather since I was 3 or 4 years old,” he said.

“A meteorologist is lying to you if they say they’re happy a storm is pulling away,” he said to the laughter of a full house in the library’s Thornton Room. On tornado day, he said, “I went outside”—he was in Hyannis—“and I got really wet and I was really happy.”

Burt, who lives in Brewster, directs emergency services for Barnstable County.

He explained how tornadoes form, and then gave a nearly minute-by-minute account of the July event from 8:37 a.m., when he first posted a forecast of “rain” on what was then still a sunny day, until after 12:22 p.m, when the twister left Chatham and the sun came out again.

Tornadoes feed on several conditions in order to form, Burt said.

Most important, they need atmospheric instability, in which warmer air rises from the ground and hits colder temperatures aloft—which is not so common on the Cape because the ocean usually keeps the ground air cool—and they need wind shear, in which the wind goes in one direction on the ground, then shifts aloft, which is plentiful on the Cape. Add heat, moisture, and “a lifting mechanism” to get the warmer air up

to meet the colder, and the stage can be set. All of these factors were present to some extent on July 23.

“A tornado can form anywhere on Earth,” Burt explained, “but ‘Tornado Alley’ (South Dakota, Kansas, Nebraska, Oklahoma, and north Texas) is almost the best on the globe,” followed by “Dixie Alley” (Arkansas, Louisiana, Alabama, and Mississippi).

However, “On July 23, no tornadoes were expected anywhere in the USA,” Burt said, “but it makes a lot of sense that we had one. We had very humid air, and a front from south of Long Island to Chatham. We were getting winds from two directions because some were going clockwise around high air pressure, and others were going counterclockwise where it was low.”

Also, there was warm air aloft, and warm air from the surface was trapped by it. “We were at the end of a heat wave, and we had wind straight from the west,” he said. “Chatham had a high of 96 degrees,” unusually hot.

At 9:05 a.m., air was starting to rotate off Long Island and there were forecasts of a possible waterspout there. By 10:38, the storm was starting to spin toward the Elizabeth islands. Just before 11, severe thunderstorm warnings were showing up, and at 11:03 the first “tornado vortex signature” appeared

on the radar, meaning that it was “seeing stuff in the sky that’s not supposed to be there—limbs, trees, boards—like in ‘The Wizard of Oz,’” said Burt.

At 11:13 the Cape got its first tornado warning, by 11:37 there was lots of wind damage in Popponessett, and by 11:39 there were “tornado warnings everywhere. “Kudos to the Weather Service for its quick communication,” Burt said, and for its “very, very good forecasting.”

Soon (11:55) the storm reached Lewis Bay and a gust of 91 mph was recorded at Kalmus Beach in Hyannis. It headed into South Yarmouth, which experienced a gust of 110. From noon on, the tornado, still at a maximum of 110, was knocking trees down in East Dennis, Harwich and Chatham until it veered off Chatham after 12:22 p.m.

Although there was a lot of tree damage wherever the tornado touched down, there were no fatalities, and “the entire state converged on Harwich” with help and resources, said Burt. “There is a lot of video out there on YouTube” that records the tornado and its aftermath. In response to a question from the audience, Burt said that there was no visible funnel.

Another questioner asked Burt how storm warnings are called. They’re made by a human, he said, based on the

radar images tracked by computers. After the event, assessment of damages is generally done “from the ground” by emergency workers who drive to affected areas.

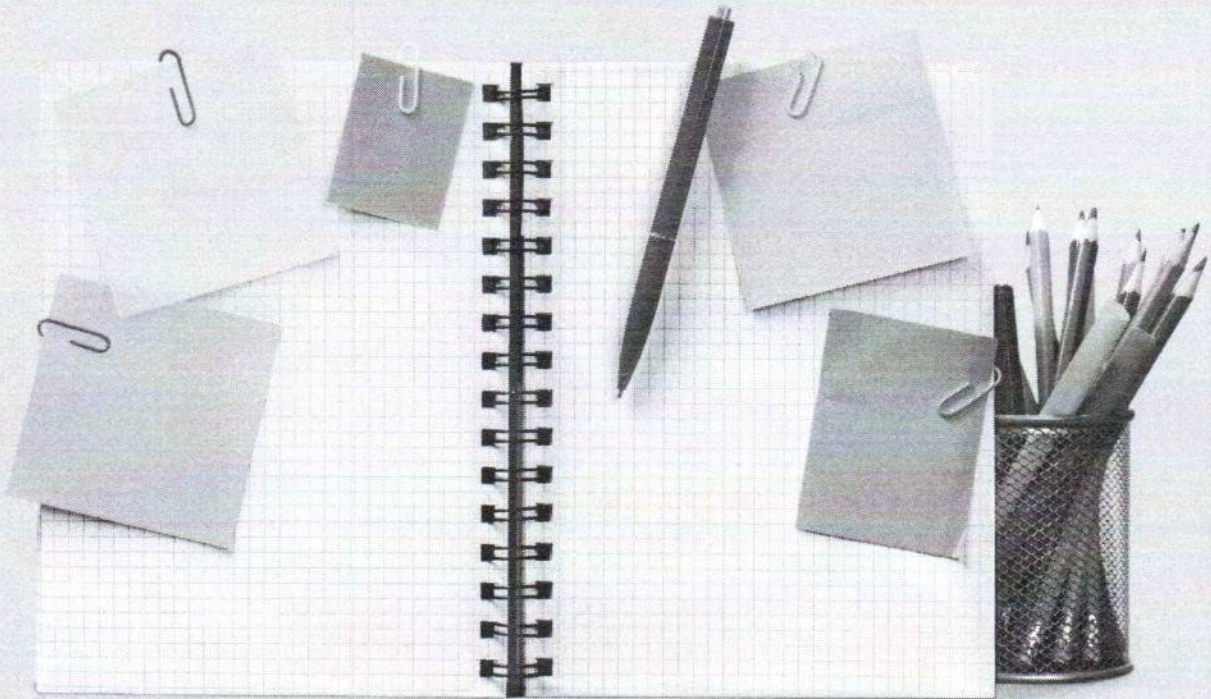
Burt's local weather website is capecodweather.net.

The library plans to follow-up Burt’s presentation with a “Community Conversation” at 2 p.m. on Thursday, Nov. 21, about extreme weather events. The goal is to discuss possible responses to such events as the tornado.

The “Community Conversations,” according to the library, are “lightly facilitated discussion groups that will provide an easy structure for engaging in friendly yet meaningful” exchange about issues of common interest.

The program is free, but registration is required in order to plan for refreshments. Call the Brooks Free Library, at 739 Main St., at 508-430-7562.

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Let's get organized!

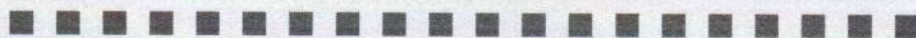
**START THE NEW YEAR OFF
RIGHT!**

**JOIN US FOR SEVERAL SPECIAL EVENTS
PLANNED TO HELP YOU GET A FRESH START
THIS NEW YEAR! (OVER FOR MORE INFO)**

BROOKS FREE LIBRARY

LET'S GET ORGANIZED!

JANUARY 2020



Bullet Journal: Tuesday January 7th 10:30 am - 12:30 pm

If you struggle to stay organized, write yourself 'reminders' only to misplace them, or find that planning and keeping track of everything takes more time than you'd like, it's time to learn about Bullet Journals.

Combining the functions of a to-do-list, a planner, and a diary, a bullet journal or 'bujo' (concept conceived by designer Ryder Carroll) is a simple, efficient, and intuitive method for managing everything going on in your life with minimal time and effort. Start the New Year off right with a Bullet Journal! The first hour of this workshop will be dedicated to learning the ins and out of bullet journaling followed by an hour to designing and start your very own Bujo! We will have supplies available to get you started but feel free to bring a journal and favorite pen. This program is free and registration is required.

Closets and Clutter Hotspots: Saturday January 18th 1-3 pm

During this two hour workshop, Professional Organizer Tammy Martell will present her tips and tricks to organizing any closet and talk about the clutter hot spots that magically appear in our homes.

Tammy will give sensible guidance on how to finally keep these areas organized! This program is free and registration is required. You can learn more about Tammy by visiting her website:

<http://www.martellorganizingandredesign.com/>

Armchair Archivist: Tuesday January 21st 10:30 am - Noon

Do you have boxes and boxes of family photos which you've been hoping to organize? Or even just one special scrapbook that is falling apart and needs to be preserved? Join Staff Librarian Emily Carta to discuss best practices in organizing, digitizing, and preserving your family photos and memories.

Emily will walk participants through each step of the process reviewing best practices for each while sharing some special tips and tricks along the way! If you have any questions please contact Emily via ecarta@clamsnet.org. This program is free and registration is required.



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CALENDAR AT BROOKSFREELIBRARY.ORG**



NEW

BROOKS FREE LIBRARY

BYOB BOOK GROUP!

Bring Your Own Book

Do traditional book clubs not work for you? Get bored with what other people tell you to read? Join the BYOB Group...Bring Your Own Book! This bi-monthly group for adults 18+ is a welcome change of pace from the same old thing! Every other month we'll assign a theme, then YOU choose a book to read and come ready to talk about your thoughts, feelings, and opinions and give your recommendation on whether others should read it, too.

Fourth Fridays at 1 p.m.
January 24: Books that became movies
March 27: TBD
May 22: TBD