

Brooks Free Library Board of Trustees Meeting

Donn B. Griffin Room
Town Hall 732 Main Street
Harwich, MA 02645
Monday, December 3, 2018, 6:30 P.M

Annual Meeting with the Board of Selectmen

1. Annual Meeting with the Board of Selectmen in accordance with Chapter 7, Section 2-3 of the Harwich Home Rule Charter to discuss accomplishments and future plans
2. Adjournment of Board of Trustees Meeting at the conclusion of that section of the Selectmen's meeting

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 available on the Trustee section of Town website, <http://www.harwich-ma.gov/brooks-free-library-board-of-trustees> and the Library website, <https://www.brooksfreelibrary.org/brooks-free-library-board-of-trustees> on the Friday preceding the meeting.

* Per the Attorney General's Office: Boards/Commissions may hold an open session for topics not reasonably anticipated by the Chair 48 hours in advance of the meeting following "New Business"

If you are deaf or hard of hearing or are a person with a disability who requires an accommodation, contact the Library at 508-430-7562 or brooksfreelibrary@clamsnet.org.

Brooks Free Library Board of Trustees
739 Main St., Harwich MA 02645
508-430-7562, email: brooksfreelibrary@clamsnet.org
www.brooksfreelibrary.org

**Annual Meeting with Board of Selectmen
Dec. 3, 2018**

The Board of Trustees of Brooks Free Library appreciates the opportunity to meet annually with the Board of Selectmen. All members of the Board of Trustees have completed the state mandated Ethics Training. The Trustees regularly scheduled meetings are held at the Library on the second Wednesday of the month at 7pm. The agenda and full packets of minutes and reports are posted online on the Town and Library websites.

Exterior Preservation Project

This year we are very happy to report that the preservation project on the exterior of the two historic portions of the Library is nearing completion. Securing funding for this project has been a major focus of the Trustees' efforts in recent years. We very much appreciate the support of the Selectmen, Town Administrator, Community Preservation Committee, Historic District, Capital Outlay Committee, Finance Committee and the voters for the additional Community Preservation Act funding for this project at last May's Town Meeting. The project is being managed by Dept. of Public Works' Facilities Manager Sean Libby. He's done an excellent job coordinating with the contractor and McGinley Kalsow, the historic preservation architects, to ensure the work complies with specifications. The columns on the front of the original bank building were reinstalled several weeks ago, a visible sign of progress the community has been anxious to see. Weather has slowed progress in recent weeks as temperatures have been below 38 degrees or wet and damp when above 38 degrees. Like the rest of the community we are eagerly awaiting completion of the project.

Final Phase of Exterior Work

This year the Trustees have submitted a request for \$90,000 in FY20 to the Capital Outlay Committee to complete the sidewalk and streetscape work recommended in McGinley Kalsow's 2015 report. As the recent Accessibility Survey conducted for the Harwich Accessibility Rights Committee also noted, a portion of the brick sidewalk on Main St. is in need of significant repair due to damage caused by tree roots. The assessment recommends removing the trees on Main St. and Bank St. and replacing them with species appropriate for sidewalk settings and it provides specifications for the proper method of repairing the brick sidewalk so that an even walking surface is provided. The added benefit of replacing the trees with the appropriate species is that they will provide sufficient space to enable air flow around the building so that it will not retain moisture. If funding is approved this project will also be managed by DPW.

Other Harwich Center efforts

- As a major stakeholder in the District we are very interested in assisting in efforts to improve the appearance and economic viability of the core section of Historic Harwich Center. Thank you for appointing Library Director Ginny Hewitt to this committee. We have met with the Traffic Safety Committee several times this year regarding on-going concerns for pedestrian safety in the two intersections adjacent to the Library. DPW Director Link Hooper has requested a traffic study by the traffic engineers at the Cape Cod Commission. The results from this study, combined with the 2000 Cecil Report and previous Cape Cod Commission assessments on pedestrian safety and traffic safety will be very useful in assisting the Harwich Center Initiative Committee do its work.

- We also support the work of the Town Planner and Chamber of Commerce to have a Harwich Center Cultural District recognized by the Mass. Cultural Commission and have attended the stakeholders meeting earlier this fall. We have offered to serve on the steering committee/partnership committee that is being planned for the Harwich Center Cultural District and are excited about the opportunities that are expected to accompany the recognition of the district by the state.

Disaster Preparedness and Response

- This year Library Director Ginny Hewitt attended the “Finding Common Ground” series of workshops for cultural heritage organizations, first responders and emergency managers. The series included a two day Live Burn and Salvage exercise at the State Fire Academy in Stow, MA, the first of its kind in Massachusetts. Ginny then prepared a Disaster Response Pocket Plan for the Library. More lengthy disaster plans are often too complex and aren’t consulted when disaster strikes, so this one page response plan is designed to provide the information needed in the minutes and hours after a disaster occurs, with contact information for the response team, Town officials, utility companies, etc. and basic information needed to communicate with the public and begin developing an Incident Response Plan.
- The connection for our public Internet computers was switched to OpenCape on May 22nd. This improves the speed for users of the public computers and wi-fi, though internal wiring within the building will need to be improved to take full advantage of the faster connection. In the meantime, OpenCape provides more redundancy, which means our public computers are more likely to be connected to the Internet following a major storm when other networks are down.
- The contract for the full building generator was signed by the Selectmen and the generator was expected to be installed in September. Delivery of the generator was delayed, however, as priority was given to supplying generators to hurricane affected areas. The contractor has now received the generator, however, so we hope it will be installed prior to winter storms.

VITAL (Vision Impaired Technology Assistance at the Library)

In July we completed our first year of a partnership with Mass. Assn for the Blind and Visually Impaired (MABVI). They’ve created assistive technology centers in two senior centers based on our model of providing assistive technology training to people with vision loss and plan to expand to other senior centers and libraries. MABVI gives us \$7500 per year in funding as part of this partnership. These funds provide for 5 additional much needed hours per week to be added to the 9 budgeted hours for our Assistive Technology Coordinator, Carla Burke.

Digitization of Town Reports

Our collection of Annual Town Reports was picked up by the Boston Public Library in August so that it can be digitized through the Digital Commonwealth. This project will be completed at no cost to the Town.

Purchasing and Procurement

To be consistent with the Board of Selectmen’s delegation of purchasing and procurement authority to the Town Administrator, the Trustees recently voted to limit the delegated authority to the Library Director to under \$25,000. We are reviewing the Town’s initiative to standardize contracts and procedures so that we can adopt best practices while maintaining the independence provided to the Trustees in the Town Charter.

Notes of Thanks:

We would like to express our appreciation to the following individuals and organizations:

- Many volunteers help us day in and day out doing a multitude of tasks. 96 volunteers performed 3,437 hours of volunteer service for Brooks Free Library in FY18, shelving materials that have been returned to

the Library, straightening and organizing the shelves, coordinating and leading programs, and performing many other functions. This assistance is invaluable and much appreciated!

- The Harwich Garden Club continues to provide lovely floral arrangements every month, as they have for many decades. Members also care for the beautifully landscaped island in the Library parking as well as the two blooming barrels in front of the Library.
- The Friends of Brooks Free Library support the Library in numerous ways, paying for the many special programs and activities for our Summer Reading Program for children and youth, funding our leased book collection to provide additional copies of bestsellers, paying for passes for free or discounted admission to museums and attractions, raising funds for our assistive technology program for people with vision loss, and providing their very popular "First Sunday" programs from September through June. The Friends also manage our Books on Wheels Homebound delivery program, which uses volunteer drivers to deliver books and materials to Harwich residents who aren't able to independently visit the Library in person. The Friends raise funds through membership in the Friends group, donations and their book sales. The on-going book sale in the Lobby and on the Mezzanine is available during all open hours. The Friends' Book Sale Room in the basement is open on Mondays, Tuesdays and Wednesdays 1 to 4 pm, Thursdays 10 am to Noon, Fridays 10:30 to 12:30 and Saturdays 10 am to Noon. They welcome donations of gently used recently published books in good condition for their book sale.
- This spring the Woodworkers Group of the Chatham-Harwich Newcomers built and installed shelving for our Holds Shelf, an area adjacent to the Circulation Desk. In November they installed a matching work station for the Self-Check Station and a lovely bench under the window. These pieces, all coordinated and custom built, greatly enhance the appearance of this highly visible and heavily utilized area.
- The Harwich Fire Association assisted us to procure a state of the art Automated External Defibrillator (AED). The new defibrillator is fully accessible and includes audible instructions which walk the user through the process of using the machine without requiring any further training. Angelina Chilaka of the American Heart association has provided CPR and AED training to permanent staff members.
- The Harwich Accessibility Rights Committee ensured the Library was included in the Americans with Disabilities Act (ADA) Self-Assessment. We are committed to providing equal access to everyone so we appreciate the independent review of facilities, programs and services so that we can remedy any deficiencies and continue to improve access and services.

Library Use

We are pleased to report that Brooks Free Library continues to be the second busiest library on the Cape and Islands. Cultural, educational and informational programming remains strong components of library service, as does technology assistance and instruction. We continue to provide outreach services to the Monomoy Regional Schools and Harwich Council on Aging as well as collaborating with the Chamber of Commerce, Harwich Historical Society, the Recreation and Youth Department, Channel 18 and other organizations. We very much appreciate the efforts of all of our community partners. Space does not permit providing full details on these areas but a snapshot of services and activities is attached to this report.

Respectfully submitted,

Mary Warde, Chair

Joan McCarty, Vice-Chair

William Crowell, Treasurer

Kathleen Remillard, Secretary

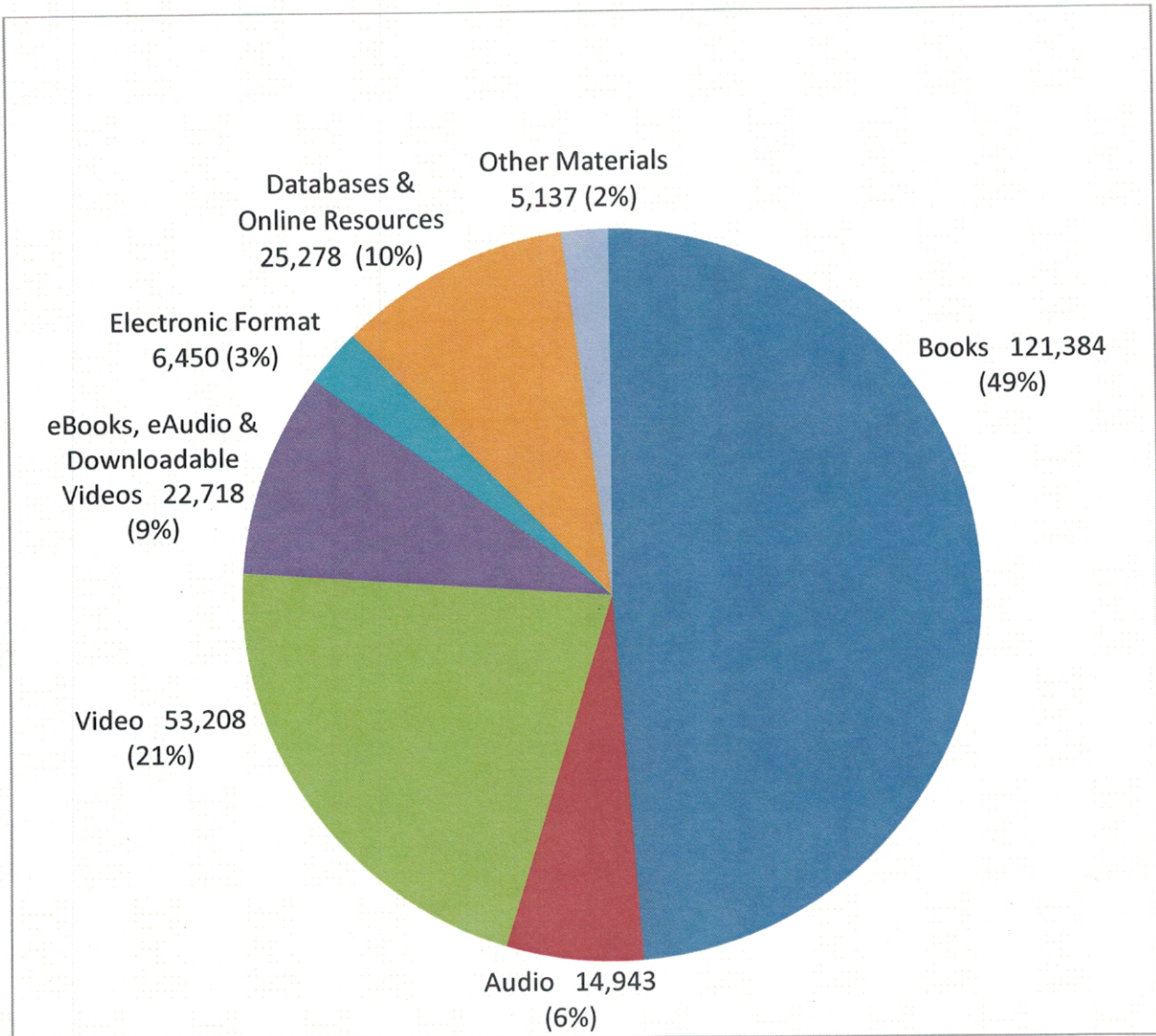
JoAnne Brown, Co-Chair, Building and Grounds Committee

Jeannie Wheeler, Co-Chair, Buildings and Grounds Committee

Ann Emerson

TOTAL ITEMS BORROWED AND ELECTRONIC RESOURCES USED IN FY18

249,118



Notes on Categories:

Electronic Format includes circulation of video games and use of assistive technology, digitized historical newspapers and online magazines

Databases and Online Resources includes use of resources such as Newsbank (database of local newspapers), Consumer Reports, Ancestry.com, Heritage Quest and the Novelist database

Other includes circulation of magazines, museum passes, "Library of Things" items such as outdoor games, baking kits, craft kits, board games and equipment such as sign boards and in-house use of Chromebooks.

FY18 LIBRARY USE



223,840

BOOKS, MOVIES, E-BOOKS, AUDIO, E-AUDIO
AND OTHER ITEMS CHECKED OUT

25,278

USE OF ELECTRONIC RESOURCES

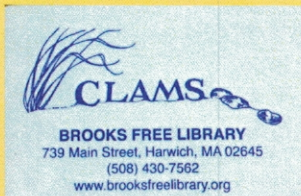


14,181

ATTENDANCE AT **727** PROGRAMS
FOR CHILDREN & YOUTH

4,046

ATTENDANCE AT **551** PROGRAMS FOR ADULTS



13,410

PATRONS WITH A BROOKS
FREE LIBRARY CARD

18,304

REFERENCE QUESTIONS RESPONDED TO

