

## Brooks Free Library Board of Trustees

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

### Agenda

1. Call to Order/Attendance
2. Approval of Minutes of Jan. 9, 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. FY20 Budget and FY20-26 Capital Plan Projects
  - B. Technology Article for May 2019 Annual Town Meeting
  - C. Approve Amended and Restated CLAMS Membership Agreement
  - D. Rogers Groups project
  - E. Update on Completion of State Ethics Test
7. New Business:
  - A. Accept Monetary Donations
  - B. Accept Donation of Reframed Photo from Harwich Port Framing
  - C. Use of State Aid
  - D. Planning for celebration/recognition event for exterior preservation project
8. Trustee Reports and Requests for Next Meeting's Agenda
9. Upcoming Meetings/Events
  - A. Selectmen/Finance Committee Budget Hearings – March 2, 2019 – Time to be determined (approx. 2 to 4 pm)
  - B. Library Board of Trustees –Wed., March. 13, 2019 - 7 PM – Brooks Library
10. Adjournment

**Authorized posting officer**

Virginia A. Hewitt  
Brooks Free Library

**Posted by**

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Town Clerk's Office

Agenda submitted electronically to the Town. The full packet for the meeting will be posted on the Trustee page of Town website, <http://www.harwich-ma.gov/brooks-free-library-board-of-trustees> and the Library website, <https://www.brooksfreeelibrary.org/brooks-free-library-board-of-trustees> on the Friday prior to 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).*

## Brooks Free Library Board of Trustees

Wednesday, Jan. 9, 2019 - 7 pm  
Thornton Room, Brooks Free Library  
739 Main St., Harwich MA 02645

### DRAFT Minutes

1. Call to Order/Attendance: The Chair called the meeting to order at 7:00 pm. JoAnne Brown, Jeannie Wheeler, Joan McCarty, Ann Emerson, William Crowell (arrived at 6:55 p.m.!!), and Kathleen Remillard were in attendance. Also in attendance, Library Director Virginia Hewitt and Assistant Director Emily Milan.
2. Approval of Minutes of Nov. 14, 2018: Joan McCarty made a motion to approve the minutes of Nov. 14, 2018. The motion was seconded by JoAnne Brown and passed unanimously without discussion.
3. Public Comment: none
4. Reports:
  - A. Chairman: The Chair had nothing further to report at this time.
  - B. Library Director: In addition to her written report, Library Director Virginia Hewitt also conveyed the staff's gratitude for the Staff appreciation events organized by the Trustees in December. Ms. Hewitt also provided an update on the Rogers Group restoration project.
  - C. Building & Grounds Committee: none
  - D. Liaison from Board of Selectmen: none
  - E. Friends of Brooks Free Library: none
5. Correspondence:
  - A. Thank You Letter from Cape Verdean Heritage Oral History Project
  - B. Invitation - Harwich Center Initiative Stakeholders Meeting - Jan. 17, 2019, 5:30 PM
  - C. Invitation to Cape and Islands Library Legislative Luncheon – Jan. 11, 2019, 12:30 PM
6. Old Business:
  - A. Update on Exterior Preservation Project: The project is nearing completion, with some punch list items left as well as removal of the construction fence. The Board discussed having an open house and celebration of the completion of the restoration with a tentative timeline of April 2019. Further planning will take place during the February meeting.
  - B. Update on FY20-26 Capital Plan: No changes have been made to Capital Plan submissions since the last discussion.
  - C. Discussion and Vote on FY20 Budget Submission: William Crowell made a motion to support the FY20 budget as presented to the TA on Dec. 19, 2018. Joan McCarty seconded and the motion was approved unanimously.
  - D. Authorization to Submit Technology Article for May 2019 Annual Town Meeting: Joan McCarty made a motion to authorize Library Director Ginny Hewitt to

consolidate and repurpose existing article funding for the purpose of updating library technology. The motion was seconded by Ann Emerson and passed unanimously.

- E. Restated CLAMS Membership Agreement: The CLAMS membership Agreement is still under review by Town Counsel and the Board is awaiting an update.

7. New Business:

- A. Executive Assistant job description: No action was taken at this meeting.
- B. Vote to Accept Donations: Kathleen Remillard made a motion to accept donations in the amount of \$830 to be deposited into the Library Gift Account. The motion was seconded by Jeannie Wheeler and passed unanimously.
- C. State Ethics Test Requirement: Ms. Hewitt distributed the Summary of the Conflict of Interest Law for Municipal Employees and the Board was notified of the need to complete the online training and submit certification of completion to Administrative Assistant Megan Green by April.

- 8. Trustee Reports and Requests for Next Meeting's Agenda: The Chair notified the Board of her intention to initiate a by-law review this Spring.

9.

10. Upcoming Meetings/Events

- A. Cape and Islands Library Legislative Lunch. – Friday, Jan. 11, 2019 in Mashpee
- B. Harwich Center Initiative Stakeholders Meeting – Thurs. Jan. 17, 2019, 5:30, Town Hall
- C. Library Board of Trustees –Wed., Feb. 13, 2019 - 7 PM – Brooks Library
- D. Selectmen/Finance Committee Budget Hearings – March 2, 2019 – approx. 2 to 4 pm
- E. Library Board of Trustees –Wed., March. 13, 2019 - 7 PM – Brooks Library

- 10. Adjournment: There being no further business, Kathleen Remillard made a motion to adjourn the meeting, seconded by Ann Emerson. Ms. Warde adjourned the meeting at 8:10 p.m.

Respectfully Submitted,

Emily Milan

**Library Director's Report**  
**Feb. 7, 2019**

Harwich Center Initiative

The Harwich Center Initiative Committee's "Listening Session" on Jan. 17<sup>th</sup> was extremely well attended, with approximately 60+ stakeholders and other community members participating. Pedestrian safety, the need for traffic calming measures and additional parking as well as ideas about how to support and attract appropriate types of businesses were discussed. The Committee will meet next on Feb. 28<sup>th</sup> (5:30 pm at Town Hall) to review the input received and other planning initiatives that impact Harwich Center and determine next steps.

FY20 Budget and Town Meeting Article

The Town Administrator presents his budget recommendation to the Selectmen on Feb. 11<sup>th</sup>.

As authorized by the Trustees at your last meeting, I submitted an article for the Annual Town Meeting to re-purpose funds from prior articles for Library technology hardware and software.

Update on Town Counsel Review of the Amended and Restated CLAMS Membership Agreement

Town Counsel has reviewed the proposed restated and amended membership agreement for the Cape Libraries Automated Materials Sharing consortium and does not have any concerns.

Library Activity:

Circulation in January was consistent with the numbers from January 2018. 13,177 items (owned by Brooks and from other libraries) were checked out at here at Brooks Free Library, an increase of 1.3%. Brooks Free Library owned items were checked out 15,115 times (here and at other libraries) in January. This was a slight decrease of 124 checkouts (0.8%).

There were 4600 patron checkout sessions, which provides some indication of the number of patrons using the library, an increase of 228 sessions (5.2%) over January 2018.

We filled 2571 holds in January, an increase of 7.2% from January 2018.

Use of Cape Cod Times image edition

The new Newsbank subscription to the image edition of the Cape Cod Times enables patrons to read the newspaper online just as it appears in print. It's already proven extremely popular, with 830 documents viewed in January compared to 1064 in all of 2018. In the first 6 days of this month 211 documents were viewed compared to 87 for the entire month of Feb. 2018. We hope use will continue and even increase as more patrons become aware of the new product.

State Aid to Libraries Funds

The Town received it's library certification in December along with the first distribution of the annual State Aid to Libraries award. The Town received \$7,915.43, so Brooks Free Library's share of the award was \$3,957.71. This brings the current balance in that account to \$58,625.34. As you know we have been saving those funds to use in conjunction with the interior modifications project, currently on the Capital Plan for \$30,000 in FY22 and \$200,000 in FY25. No formal vote has ever been taken on this, so I'm asking the Trustees to consider doing so and/or to consider authorizing me to expend a limited amount of those funds should a grant opportunity that needs matching funds or other urgent related need arise in between meetings. This delegation could be

limited to an amount you set, to areas related to building/infrastructure and/or require consultation and concurrence with the Chairman.

#### Update on Harwich Oracle project

A draft contract has been provided to the vendor for the Community Preservation Act funded project to preserve and digitize the Harwich Oracle and we expect it to be finalized soon.

#### Outreach this month

- The public meetings of the Harwich Center Initiative have been beneficial in increasing my knowledge of the community, but my participation on the committee has provided an excellent opportunity for me to have numerous individual conversations with stakeholders and other community members about the history of the town as well as the current and future needs and interests of those who live and work here.
- The Town's new Affordable Housing Trust recently contracted with the Lower Cape CDP to provide a part-time housing coordinator to provide some staff support for their efforts. This month I met with the Andrea Aldana of the Lower Cape CDP to make them aware of our reference function and how we assist patrons with locating information about housing opportunities and qualification guidelines. We had a good discussion about future collaborative efforts and I expect to have some concrete plans in the near future.
- I also met with Youth Counselor Sheila House and learned about collaborative efforts she is engaged in with Recreation and Youth department in Chatham offering monthly Friday evening socials for middle schoolers in both towns. We discussed activities of our Youth Services department and ways we might be able to assist with their efforts.
- This month we hosted the Voter Information Committee meeting and explored options for joint programs to foster civic engagement. Following this meeting the Town Finance Director has agreed to present a program on "Municipal Finance 101." (More info in Asst. Director's report.)
- I attended the Feb. 1<sup>st</sup> breakfast meeting of the Cape Cod Technology Council, which is always a great opportunity to network and share information with people in the technology field about all the great work libraries are doing providing public access to technology and teaching community members how to use computers, devices, software and resources. This month's program was an excellent presentation on Consumer Online Data Privacy, which covered the new laws in Europe as well as existing laws and new efforts to protect consumers' data in the U.S. This is a topic very much of interest to librarians as we respond to patrons' questions and try to educate patrons when assisting them with technology.

#### Property Insurance Update

As you know the Library building has been significantly undervalued on the "Statement of Values" used for insurance coverage for Town buildings. It's currently listed at \$3.4 million when the 1996-1998 project to renovate the two historic buildings and add an addition cost \$4 million. For comparison purposes the recent Eastham library building project, completed in 2016, cost approximately \$9.8 million for a building that is 2,000 SF smaller. We have questioned this valuation annually when department heads are asked to verify the properties on the listing but the response has always been the Town has blanket coverage of Town buildings so the Library is covered for full replacement value. A Town building completed in 1999 is listed at almost double the cost of construction, however, so this inconsistent treatment of buildings has caused the undervaluing of the Library to remain a concern despite this response.

This fall, in response to our annual request for a review, the Town asked the insurance company to review the valuation listed for the building. On Jan. 10<sup>th</sup> an appraiser for a sub-contractor working for MIIA, the Town's insurance carrier, conducted a site visit. They are reviewing properties for Harwich and other Mass. towns and will file their report with MIIA when their work is complete later this spring. Based on conversation with the appraiser I expect the valuation listed to be increased.

#### Building Maintenance:

- A. Full building generator - No new updates on when the generator will be received. A pre-cast concrete slab will be used, so installation won't be delayed because of winter temperatures.
- B. Compressor for Fire Protection Sprinkler System - the compressor that maintains the air pressure in the sprinkler pipes failed on Dec. 14<sup>th</sup>. The new compressor arrived and was installed mid-January, so all components of the system are once again working properly.
- C. We've had problems with uneven heating recently (42 degrees in the Children's Room one morning and 79 in the Cahoon Room, for ex.) The Facilities Manager responded promptly to make adjustments and new thermostats were installed in both locations. Such wide temperature swings are unusual but in a large building with older equipment the HVAC system does not operate efficiently or as effectively as occupants would like.
- D. Strong winds during a heavy rainstorm one evening in late January caught the interior automatic doors in the parking lot lobby, pulling the door closers mounted above the door completely out of the wall and splintering the header. Staff Librarian Suzanne Martell and Shift Supervisor Phil Inman quickly jumped into action. They blocked off one side of the doorway and found some extension poles to hold up the heavy box containing the door closer mechanism so that the wiring and closers arms weren't further damaged. This allowed patrons to use one side of the door for the hour or so remaining in our open hours. DPW responded the next morning. They removed the closer box and reinstalled a new wooden header the next work day. The closers were installed the following day and are working well. It was fortunate that the mechanisms weren't damaged as they are expensive to replace and require some lead time to receive after the order is placed.
- E. The Friends have a tentative time frame of Feb. 25 to March 16 for the meeting room work.

#### Energy Efficiency Work

The Selectmen have approved using the Town's \$152,000 Green Communities grant award on energy efficiency projects at the Library. The aging boiler, already on the Capital Plan to be replaced in a few years, would be replaced now using grant funds. Funds were approved at last May's Town Meeting to upgrade the existing energy management systems at Town Hall, the Community Center and Public Safety, so it was decided the Library was the next local choice for an energy management system since this building does not have one. That work will be also be accomplished using grant funds. These projects should reduce the uneven temperatures around the building while also saving money on utility expenses. There may be small gap between grant funds and the cost of the work so sources of funding for this work will be investigated.

Respectfully submitted,

Virginia A. Hewitt  
Library Director

FY19 Budget Balances

1.31.2019

AREA OF EXPENDITURE	Appropriated Amt	Spent	Remaining Balance	Percent Spent
Advertising	\$160.00	\$0.00	\$160.00	0%
Dues, Subs & Travel	\$3,500.00	\$289.06	\$3,210.94	8%
Educational Supplies	\$152,725.00	\$87,214.09	\$65,510.91	57%
Electric	\$32,500.00	\$17,953.85	\$14,546.15	55%
Employee Fringe Benefits	\$393.00	\$0.00	\$393.00	0%
Gas	\$11,980.00	\$5,388.80	\$6,591.20	45%
Library Supplies	\$12,600.00	\$3,199.55	\$9,400.45	25%
Maintenance & Repair	\$5,600.00	\$2,038.89	\$3,561.11	36%
Office Supplies	\$5,650.00	\$2,402.19	\$3,247.81	43%
Professional & Tech	\$47,977.00	\$41,612.15	\$6,364.85	87%
Water	\$1,026.00	\$447.69	\$578.31	44%
Total Library Expenses	\$274,111.00	\$160,546.27	\$113,564.73	59%
Wages & Salaries	\$676,740.91	\$376,428.53	\$300,312.38	56%
<b>TOTAL</b>	<b>\$950,851.91</b>	<b>\$536,974.80</b>	<b>\$413,877.11</b>	<b>56%</b>

Assistant Director's Report  
February 7, 2019

Outreach:

Vital Coordinator Carla Burke and I visited Pine Oaks Phase 3 on January 8th to speak to residents attending the Community Coffee Hour. We shared information on library programs and services including Books on Wheels, Vital, and many of our electronic resources. We will be visiting Pine Oaks Phase 1 and 2 on February 28th. In April, Reference Librarian Jennifer Pickett, Staff Librarian Emily Carta and I will be featured as guest speakers at the Mens' and Womens' breakfasts at the Harwich COA.

Library Insight:

Setup of our new museum and calendar management program Library Insight was completed in January. Senior Library Technician Joanne Clingan was instrumental in ensuring that the museum pass aspect of the system would accommodate the many various oddities of each of our museum passes. I am confident that she has enabled users the maximum access to each pass in the most efficient manner. Administrative Assistant Megan Green also worked diligently to create a more aesthetic transition between our updated website and the new calendar product. Her efforts to match colors and fonts resulted in a complete transformation of the calendar which seamlessly appears as if it were already an existing page on our site. Ms. Green also worked on creating templates for each of our ongoing programs in an effort to standardize wording and content. Throughout the process, I have been working with our museum partners to transition as many of our passes to printable/downloadable passes as possible. We elected not to transition five of the passes for various reasons including the size of the institution, and restrictions/limitations on the passes that would prohibit printing in the first place. Of the 12 museums I contacted to solicit permission to transition to printable passes, 11 were willing to make the change. The next steps in implementation of this product began this past week as Ms. Carta began publicizing the change to the public and I began working on written procedures and a staff training that will take place at our next staff meeting on February 12th. We plan to go live with the new product on Tuesday, February 26th. In the interim, staff will be familiarizing themselves with the staff side of the product while Ms. Carta, Ms. Green and I work on the necessary changes to our website content and links as well as written procedures and a screencast of the museum pass reservation process for patrons.

Civic Engagement programming:

Virginia Hewitt, Jennifer Pickett and I met with the Harwich Voter Information Committee (VIC) on January 22nd to discuss potential collaboration on Civic Engagement programming. I am happy to report that as a result of this meeting we will be hosting Harwich Finance Director Carol Coppola for a joint Library/VIC program entitled Municipal Finance 101 on March 26th at 2PM. In addition to this program, we have discussed the potential for collaboration on future programs such as a Civic Leadership Series which would introduce various town departments to citizens in an effort to enhance understanding of the role and scope of each department. We hope to fine tune the idea and pursue this line of programming in the next fiscal year. As both a member of VIC and the library staff, I am thrilled to see this collaboration move forward as I strongly believe in a shared common purpose of providing information to our community members and I see this as a natural partnership.

Respectfully submitted,  
Emily Milan  
Assistant Director



Youth Services Report  
February 4, 2019

Mock Caldecott

As part of weekly visits to the Harwich Elementary School, I run a Mock Caldecott program, where I share with second, third, and fourth grade students books that are strong contenders for the Caldecott Medal, which is given to "the most distinguished picture book for children by an American." This year we had 15 classrooms participate regularly. Our final vote was held at the end of January. The real Caldecott was announced a week later, and went to Hello, Lighthouse.

Escape Room

We tried out a new program for teens and tweens in January, running an Escape Room. I created the mystery story and a variety of puzzles for students to solve. We had 9 teens and tweens participate in our initial program, and another 14 participate in a second day of setup. While these numbers are not huge, we have difficulty attracting older students, particularly teens, and were pleased with the turnout.

February Vacation

We have a number of special programs coming up for February Vacation. In addition to several special crafts during the week day, we will have two large programs on the weekend. On the first weekend of vacation we will have the annual Family Sheet Fort Night, when families build sheet forts in the library, play or read inside the forts, then play group flashlight tag games. On the second Saturday of the vacation we will have the Mad Science program performing.

School Council

I have joined the School Council at Harwich Elementary School as part of creating a partnership with the local schools. Emily Milan, Assistant Director, is on the School Council at the Monomoy Regional Middle School.

Respectfully submitted,

Ann Carpenter  
Youth Services Librarian