

## Brooks Free Library Board of Trustees

Wednesday, Jan. 9, 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 Nov. 14, 2018
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:
  - 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
  - B. Update on FY20-26 Capital Plan
  - C. Discussion and Vote on FY20 Budget Submission
  - D. Authorization to Submit Technology Article for May 2019 Annual Town Meeting
  - E. Restated CLAMS Membership Agreement
7. New Business:
  - A. Executive Assistant job description
  - B. Vote to Accept Donations
  - C. State Ethics Test Requirement
8. Trustee Reports and Requests for Next Meeting's Agenda
9. 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

**Authorized posting officer**

**Posted by**

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Virginia A. Hewitt  
Brooks Free Library

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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.brooksfreeibrary.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 [brooksfreeibrary@clamsnet.org](mailto:brooksfreeibrary@clamsnet.org).*