

## Brooks Free Library Board of Trustees

Wednesday, Nov. 14, 2018 - 7 pm  
Thornton Room, Brooks Free Library  
739 Main St., Harwich MA 02645

### Agenda

1. Call to Order/Attendance
2. Approval of Minutes of Oct. 10, 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:
6. Old Business:
  - A. Update on Exterior Preservation Project
  - B. Procurement Authority and Contracting Procedures
7. New Business:
  - A. Update on FY20-26 Capital Plan Projects
  - B. FY20 Budget Submission
  - C. Holiday Hours
  - D. Vote to Accept Donations
8. Trustee Reports and Requests for Next Meeting's Agenda
9. Upcoming Meetings/Events
  - A. Trustees Annual Meeting with Board of Selectmen – Dec. 3, 2018, 6:30 PM
  - B. Library Board of Trustees –Wed., Dec. 12, 2018 - 7 PM – Brooks Library
10. Adjournment

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