

Brooks Free Library Board of Trustees

Wed., Jan. 8, 2020, 7pm

Thornton Room, Brooks Free Library

739 Main St., Harwich MA 02645

Agenda

1. Call to Order/Attendance
2. Approval of Minutes of Dec. 11, 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
7. New Business:
 - A. Vote to Accept Donations
 - B. Potential change of Feb. meeting date
8. Trustee Reports and Requests for Next Meeting's Agenda
9. Upcoming Meetings/Events
 - A. Selectmen & Finance Committee Budget Hearings - Sat. Feb 8, 2020
 - B. 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.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

Wed., Dec. 11, 2019, 7pm

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 7:06 p.m. JoAnn Brown, Jeannie Wheeler, Joan McCarty, Bernadette Waystack and Kathleen Remillard. Library Director Virignia Hewitt and Assistant Library Director Emily Milan. William Crowell was absent.
2. Approval of Minutes of Nov. 13, 2019: JoAnn Brown made a motion to approve the minutes of November 13, 2019. The motion was seconded by Bernadette Waystack and passed unanimously.
3. Public Comment: There was no public comment.
4. Reports:
 - A. Chairman: The Chair had no report.
 - B. Library Director: As written, Chair Warde asked about the status of the elevator, noting that the elevator failed to work during tornado when the library was on generator power. Ms. Hewitt indicated that Facilities Manager Sean Libby is waiting on NStar to come and assess. Elevator should be operational when on generator power. Ms. Hewitt also noted that the HVAC control system installation is still in progress and the air handlers are not operational but heat is on. Kathleen Remillard also noted excitement over the BYOBook group that Ms. Milan wrote about in her written report.
 - C. Building & Grounds Committee: There was no report at this time.
 - D. Liaison from Board of Selectmen: The liaison was no present.
 - E. Friends of Brooks Free Library : Ms. Hewitt provided an update on the loan of the Friends art collection providing the Board with a list of the remaining art on which is on loan to the library along with the location within the building. There are nine remaining pieces of art from the original circulating art collection after the Friends offered the art to the original artist. The Friends report that one work of art was returned to the original artist and the remaining art was donated to the Family Pantry's Second Glance Thrift Shop. Library staff will add a label to the back of the remaining art to identify the collection.
5. Correspondence: There was no correspondence.
6. Old Business:
 - A. FY21 Budget Submission - Ms. Hewitt and Chair Warde updated the Board on their budget meeting with Acting Town Administrator Joseph Powers, Finance Director Carol Coppolla and Wendy Tulloch. It was noted that the \$1500 stipend for opting out of town health insurance was removed from the departmental budget as this cost would be offset by the savings and would not be incurred by the department itself. Ms. Hewitt also indicated that the potential return of the custodian position to the departmental budget that was being considered by the previous Town Administrator was also discussed during the meeting. Ms. Hewitt informed them that in addition to adding the cost of salary, wages and some benefits to the Library budget, this change would require an increased appropriation of almost \$9000 in our Library Materials line in order to meet the state certification requirements, which is 16% of the funds appropriated to the Library. Ms. Hewitt indicated it did not appear the Town officials were interested in pursuing this proposal because it would be contrary to the movement to centralize those functions in recent years and because of the additional

spending that would be required for to meet the Library materials expenditure requirements. Ms. Ward reported that the general impression from the meeting was positive, with the Town Administrator and Finance Director being very complimentary with the detail and documentation provided for our budget request. Overall budget challenges remain for the Town, however, and she is expecting feedback in the next few weeks from Town Administration and the Board of Selectmen. The joint BOS and Finance Committee budget hearing is scheduled for February 8th. JoAnn Brown made a motion to approve the amended FY2021 budget as presented to the Board by Library Director Hewitt. Jeannie Wheeler seconded and the motion passed unanimously.

- B. Proposed Standards of Conduct Policy - The Board reviewed the proposed policy and, having no questions, suggestions or proposed changes, Joan McCarty made a motion to approve the Standards of Conduct Policy as written. Kathleen Remillard seconded and the motion passed unanimously.
 - C. Vote to Rescind the Patron Behavior Policy approved Jan. 12, 2000 & modified April 12, 2006 - Having approved a replacement policy Bernadette Waystack made a motion to rescind the Patron Behavior Policy. Jeannie Wheeler seconded and the motion passed unanimously.
7. New Business:
- A. Proposal for Safety and Security Training for Staff Members- Joan McCarty made a motion to approve closing the library on a Friday afternoon at 1 p.m. for a safety and security training for staff. Kathleen Remillard seconded and the motion passed unanimously.
 - B. Vote to Approve Friends of Brooks Free Library's request to name Book Sale Room after Claire Kenny- Chair Warde reported having received a call from Vice President of the Friends of Brooks Free Library Barbara Constance asking for permission to name the book sale room after Claire Kenny. After moving to the area in 1997, Ms. Kenny was an instrumental volunteer involved in both the Friends' book sale and programming. The Friends would like to hang a plaque over the door to the book sale room honoring Ms. Kenny. JoAnn Brown made a motion to approve the Friends request to name the book sale room after Claire Kenny. Joan McCarty seconded and the motion passed unanimously.
 - C. Vote to Accept Donations- There were no donations to accept this month.
 - D. Potential change of Feb. meeting date- After a brief discussion regarding the timing of the February joint budget hearing and its impact on the monthly meeting the Board decided to discuss this matter in January.
8. Trustee Reports and Requests for Next Meeting's Agenda- There were no requests at this time.
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 : There being no further business the Chair entertained a motion to adjourn. Kathleen Remillard made motion to adjourn at 7:58 p.m. Jeannie Wheeler seconded and the Chair adjourned the meeting at 7:58 p.m.

Respectfully Submitted,

Emily Milan
Assistant Library Director

Library Director's Report
Jan. 2, 2020

Administrative

Staff Safety and Security Training

Plans have been finalized to close at 1 pm on Friday, Jan. 31st for staff training on safety and security for staff members at public libraries. The consultant is well known nationally and will tailor the workshop to our setting and concerns, so it should be extremely useful. We very much appreciate the Trustees support for this training.

Revised Staff Schedules

Assistant Director Emily Milan and Staff Librarian Emily Carta recently completed a significant review of Circulation operations. They met individually with 17 staff members earlier this fall to obtain feedback on the summer and discuss concerns and suggestions for improvements. This was followed by individual skills assessments aimed to ascertain familiarity with policies, procedures and knowledge of the circulation system and electronic resources aimed at identifying areas for improvement. As a result of the feedback obtained they have devised a new schedule that will ensure individual Library Assistants, who work as substitutes and are regularly scheduled less than 6 hours per week, will be assigned to regular daytime shifts, where they can experience the full range of library operations, rather than regular evening shifts. This required changing our part-time Senior Library Technicians who have primarily worked day-time Circulation shifts to work one or two evening shifts per week. Our professional librarians will also change their shifts one day per week so that one stays later in each weekday and will provide additional coverage for dinner breaks. Revising a staff schedule is very time consuming as it involves assessing coverage needs while being mindful of budgetary limits (shifts for individual staff members so they don't lose hours as well as the overall cost of payroll.)

The new schedule goes into effect beginning the week of January 6th. Kudos to Emily M. and Emily C. for taking on the challenge of this in-depth review and implementing needed changes, and to Executive Assistant Megan Green who was very helpful in reviewing the financial impact of proposed schedule changes. The new schedule will require some adjustment on the part of staff members but Emily M. and Emily C. have done an excellent job of explaining the rationale for the changes.

Harwich Center Initiative

The Harwich Center Initiative Committee, of which I am a member, is scheduled to report to the Selectmen at their Jan. 21st meeting so it seems like a good time to update the Board of Trustees on our activities. The four Committee meetings and our Public Listening Session last fall and winter were well attended and generated a lot of interest from the community. Minutes detailing the feedback from the public and the Committee's discussions are on the Town website at www.harwich-ma.gov/harwich-center-initiative-committee)

The vast majority of the community input concerned the need for traffic calming, additional parking and redesign of the street layout in the downtown core of Harwich Center to improve pedestrian safety, traffic flow and provide improved economic development opportunities.

Some Committee members believed that outreach to specific developers to interest them in beginning projects in Harwich Center was an appropriate activity under the Initiative's charge from the Board of Selectmen. The majority of the members of the committee disagreed, however, believing that type of activity was constrained by the Open Meeting Law and state Ethics regulations for members of an official Town committee and therefore we did not undertake any outreach to specific developers.

Several other initiatives and activities were planned and/or underway that will affect the future of Harwich Center, including the proposed Harwich Center Cultural District, two grant requests for sidewalk repairs, the preparation of the Local Comprehensive Plan, and the traffic safety study of Harwich Center that the Town requested from the Cape Cod Commission in the fall of 2018. The information from the traffic safety engineers was deemed critical to addressing the concerns and proposed improvements so the Initiative voted on Feb. 28, 2019 to go on hiatus and reconvene once we had the report from the Cape Cod Commission. The traffic safety study was expected to occur in the spring or summer but has not yet been conducted. In the meantime the Committee members' appointments all expired on Dec. 31st. We will be unable to meet again unless the Selectmen vote to extend the appointments.

The Selectmen have recently received correspondence from a member of the Harwich Center Initiative committee asking them to establish a new committee focusing on outreach to developers. Before they discuss this request the Selectmen have asked the Chair of the Initiative to report on the input obtained from the community and the actions, discussions of concerns from the Initiative's committee meetings.

As you know we have been very concerned about the safety of pedestrians at the two intersections adjacent to the Library for many years. Formal letters were sent detailing our concerns and asking for improvements at the intersections to the Traffic Safety Committee and the Board of Selectmen in the spring and summer of 2018. Regardless of whether the Initiative's time period is extended or whether I continue to participate as a member of a committee I will continue to advocate for this traffic study to occur and for traffic calming measures and improvements to intersections to improve pedestrian safety. This is a very real concern for Library patrons, our staff members and all community members and visitors who walk, bike or drive in the village center.

Operations

New Print Management System for Adult Computers

Reference Librarian Jennifer Pickett and Staff Librarian Emily Carta have spent a great deal of time working with KenMark Office Systems and other vendors on setting up an improved public printing system this month. This new machine will have fax and scanning services included and will eliminate the step of patrons using a 'server computer' so it should be a big improvement in the patron printing experience - we hope when we get everything set up that our patrons will need less help from staff and that we also spend less time 'fixing' the machine, which had begun regularly malfunctioning, and asking for service. The new printer should not need frequent repairs and will enable us to offer services we have not been able to up to this point. We are frequently asked for fax service, which is not available in Harwich Center and is high demand. (Note: as a reminder KenMark Office Services owns and manages the public printing system for adult computers and the copier on the 1st floor. They supply and maintain the copier and printer, pay for the toner and paper, and keep the proceeds. This

saves us thousands from having to buy or lease copiers and printers that receives heavy public use. We do not have to repair the equipment or pay for toner and paper. Our budget line for Office Supplies would need to increase significantly if we had to pay to purchase/lease a printer and pay for repairs and supplies.)

School Vacation Week

Our Youth Services Department offered a number of special programs for children and youth over the holiday vacation period. The most popular activities were the Fake Snowman Craft on Friday, Dec. 27th, and the "Noon Year's Eve" program on Tues., Dec. 31st. The Youth Services Librarian was on a well deserved family vacation but Senior Library Technician Carey Sims stepped in and did a wonderful job presenting all the programs. Assistant Director Emily Milan, Staff Librarian Suzanne Martell and Library Assistant Sue Carr assisted Carey for the New Year's program, which drew an exceptionally large crowd.

Building and Grounds

Heating System

Work continues on the new control system for the HVAC. This work is being funded by an energy efficiency grant as a result of the Town's participation in the Green Communities program.

Elevator now works when on Generator Power

The problem with the generator not working when the building is on generator power has now been fixed.

Fire alarm system

The ground fault for the fire alarm system was also fixed this month, so the periodic "trouble" it was causing on the system shouldn't keep coming back.

Status of Grounds Work

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

FY20 Year-to-Date Budget

A spreadsheet showing expenditures through Dec. 31st is included in your packet.

Respectfully submitted,

Virginia A. Hewitt
Library Director

FY20 Budget Balances

12/30/2019

AREA OF EXPENDITURE	Appropriated Amt	Spent	Remaining Balance	Percent Spent
Advertising	\$160.00	\$0.00	\$160.00	0%
Dues, Subs & Travel	\$3,600.00	\$937.69	\$2,662.31	26%
Educational Supplies	\$155,750.00	\$81,352.04	\$74,397.96	52%
Electric	\$34,125.00	\$13,200.40	\$20,924.60	39%
Employee Fringe Benefits	\$280.00	\$0.00	\$280.00	0%
Gas	\$13,806.00	\$1,858.87	\$11,947.13	13%
Library Supplies	\$13,000.00	\$10,006.32	\$2,993.68	77%
Maintenance & Repair	\$5,700.00	\$1,578.10	\$4,121.90	28%
Office Supplies	\$5,650.00	\$2,265.07	\$3,384.93	40%
Professional & Tech	\$49,275.00	\$42,411.61	\$6,863.39	86%
Water	\$1,026.00	\$583.62	\$442.38	57%
Total Library Expenses	\$282,372.00	\$154,193.72	\$128,178.28	55%
Wages & Salaries	\$713,111.21	\$334,771.53	\$378,339.68	47%
TOTAL	\$995,483.21	\$488,965.25	\$506,517.96	49%

COMING SOON IN JANUARY

BROOKS FREE LIBRARY

FRI. 1/3
1-3 PM

Secrets of Smartphone
Photography & Video,
provided by the Cape Cod
Community media Center

TUES. 1/7
10:30-12 PM

Bullet Journal Program: the
basics of BuJo!

FRI. 1/17
10-12 PM

Podcasting 101, provided by
the Cape Cod Community
Media Center

SAT. 1/18
1-3 PM

Closets and Clutter Hotspots
Workshop with Tammy Martell

TUES. 1/21
10:30-12 PM

Armchair Archivist:
Preserving your Home Photos

THURS. 1/23
4-6 PM

Media Literacy Workshop,
provided by the Cape Cod
Community Media Center

REGISTRATION IS REQUIRED.

SIGN UP ON THE EVENTS PAGE AT BROOKSFREELIBRARY.ORG
OR BY CALLING 508.430.7562 EXT. 1

BROOKS FREE LIBRARY MUSIC SERIES



2020 LINEUP:

JANUARY 25: NORTH SIDE
STRING BAND

FEBRUARY 22: HEYDAY

MARCH 28: HUNGRYTOWN

APRIL 25: JEFF SNOW

MAY 23: VALERIE SULLIVAN &
MARK BORGMANN

4th Saturdays at 2 PM

More info at brooksfreelibrary.org



**Tuesdays
@ 2 p.m.**

*Tentative
Dates*

KNOW YOUR TOWN

1/14 BOS, TA, Town Clerk

1/28 Finance: Director of
Finance, Treasurer,
Collector, Assessor

2/11 Public Works: DPW,
Water and Cemetery

2/25 Inspections &
Permitting: Building,
Planning, Health,
Conservation & Town
Engineer

3/10 Community
Services: Library, COA,
Comm. Center, Cultural
Center & Ch. 18

3/24 Natural Resources
& Recreation: Harbor,
Golf, & Recreation

**A CIVIC
LEARNING SERIES
PRESENTED BY
HARWICH VOTER
INFORMATION
COMMITTEE AND
BROOKS FREE
LIBRARY**



Event location:

Brooks Free Library
739 Main Street

brooksfreelibrary.org



Come learn more
about our town
departments!

FOR MORE INFORMATION, CONTACT 508-430-7562