

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

Virginia A. Hewitt

Brooks Free Library

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.

Brooks Free Library Board of Trustees

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

DRAFT Minutes

Call to Order/Attendance: Chair called the meeting to order at 7:04 p.m. JoAnne Brown, Jeannie Wheeler, Bill Crowell, Joan McCarty and Kathleen Remillard were in attendance. As well as Library Director Ginny Hewitt and Assistant Director Emily Milan. Ann Emerson was absent.

Approval of Minutes of Oct. 10, 2018: Joan McCarty made a motion to approve the minutes as written. The motion was seconded by JoAnne Brown and the Board voted to approve unanimously.

Public Comment: None

Reports:

- A. Chairman: none.
- B. Library Director: In addition to her written report included in the packet, Ms. Hewitt mentioned that the Town accessibility study was presented to Board of Selectmen recently and the library was praised for our efforts towards ensuring accessibility in terms of physical space and our materials and programs.
- C. Building & Grounds Committee: The Committee noted that repair work on the front columns has been completed and they have been reinstalled.
- D. Liaison from Board of Selectmen: none
- E. Friends of Brooks Free Library: Chair Warde announced that a sprinkler system is being installed in the island by the Friends of BFL. This will assist with maintenance of the beautiful gardens which are maintained by the Garden Club of Harwich. The Board also reviewed drawings for proposed modifications to the Thornton Meeting Room which would include two closets in the meeting room itself and a coat closet and storage closet in the Foyer. The drawing have been reviewed and approved by the Facilities Manager and Fire Chief. The Friends also plan to replace window treatments and paint the meeting room.

Correspondence: none.

Old Business:

- A. Update on Exterior Preservation Project: Repair and priming are complete and painting has begun.
- B. Procurement Authority and Contracting Procedures: After some discussion regarding current procurement practices in both the library and the town, as well as discussion regarding the procurement authority given to the Board of Trustees as outlined in the Town Charter, Bill Crowell made a motion to authorize procurement authority to the Library Director for all contracts up to \$25,000. Jeannie Wheeler seconded and the motion passed unanimously.

New Business:

- B. Update on FY20-26 Capital Plan Projects: The Chair and Library Director met with Capital Outlay to discuss submissions to the Capital Plan as presented to the Board at an earlier meeting.
- C. FY20 Budget Submission: Director distributed and discussed the salary and wage portion of the budget for FY 20. The expense portion of the budget will be presented at the December Board meeting. JoAnne Brown made a motion to approve the upgrade

of Administrative Assistant from grade 5 to grade 7 and to change the title of Circulation Assistant to be renamed Library Assistant and be regarded from a grade 3 to grade 4 in the Fy 20 budget. Jeannie Wheeler seconded and the motion passed unanimously.

- D. Holiday Hours: AS budgeted, the library will be open from 10 am- 2 pm on Christmas Eve and New Years Eve.
- E. Vote to Accept Donations: Joan McCarty made a motion to approve and accept plans from the Friends of Brooks Free Library for the modifications to the Thornton Meeting Room including adjoining entrance hallway, and to also accept the installation of an irrigation system to the island as reviewed and approved by Facilities Manager Sean Libby. JoAnne Brown seconded the motion which passed unanimously.

Trustee Reports and Requests for Next Meeting's Agenda: none

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

Adjournment: Jeannie Wheeler made a motion to adjourn the meeting. Kathleen Remillard seconded and the Chair adjourned the meeting at 8:46 p.m.

Respectfully, submitted,

Emily Milan

Library Director's Report
Jan. 2, 2019

Exterior Preservation Project

The exterior preservation project is nearing completion. The contractor finished removing the scaffolding on Dec. 28th and they're working on a punch list. Following acceptance by the architect and the Facilities Manager the project will be deemed completed and the construction fencing will be removed. DPW's Facilities Maintenance Dept. has refurbished the two letterboard signs and they'll be re-hung shortly.

Personnel Changes

Senior Library Technician Sue Henken left us in December to take a full time Reference Librarian position at the Falmouth Public Library. We hired an internal candidate, Library Assistant Jamie Thornton, for this position. Jamie has just received her Bachelor's degree and intends to pursue a Masters in Library Science, so this part-time position will be perfect for her while she's working on her degree.

Harwich Center Initiative

Four additional members have been appointed to the Harwich Center Initiative, so 5 of the 7 members have now been appointed. I am currently serving as clerk for the committee. The Committee has had two meetings, both of which have been well attended by interested community members. The Committee is planning a meeting for stakeholders on Thursday, Jan. 17th at 5:30 pm in the Griffin Room at Town Hall. Members of the Board of Trustees are invited to participate as it's important for all stakeholders (Library patrons, Friends, Trustees and staff members) to attend and share their thoughts and concerns about Harwich Center.

Harwich Center Cultural District

Assistant Director Emily Milan has volunteered to serve on the steering committee for the Harwich Center Cultural District, which is currently being organized by Town Planner Charleen Greenhalgh and Director of the Chamber of Commerce Cyndi Williams. More information will be provided by Emily but because there has been some confusion I wanted to clarify that the proposed Harwich Center Cultural District is a separate initiative from the Harwich Center Initiative. The proposed Cultural District covers a broader geographical area (the Community Center to the Cultural Center) while the Harwich Center Initiative will be primarily focused on the downtown core of Harwich Center. The Harwich Center Initiative is charged with developing recommendations aimed at restoring the economic, aesthetic and historical vibrancy of Harwich Center, so naturally there is some overlap with the cultural activities and organizations covered by the proposed Cultural District.

Update on Organizational Changes Voted In November:

In November you voted to reclassify our Grade 5 Admin Assistant to a Grade 7 Executive Assistant. This reclassification is warranted because of the scope and complexity of the duties and responsibilities and it's consistent with the upgrades of the primary administrative positions in 14 of the other 15 Town departments with administrative staff.

The second change you voted was to regrade our substitute positions, officially called Circulation Assistants. These positions are included in the part-time year round pay schedule of the Town's Personnel By-Law. That schedule has not received annual cost-of-living

increases in recent years so this reclassification would have provided comparable pay rates to what these positions are paying in other libraries. Since your meeting the Town Administrator has reviewed and updated the rates for this pay schedule, however, so the positions no longer need to be upgraded. I have asked the Town to include the title change from "Circulation Assistant" to "Library Assistant", which is more appropriate since they may cover the Reference or Youth Services desks as well as Circulation, when they present the pay plan changes to the Selectmen.

FY20 Budget

Due to rising utility costs and contractual salary requirements our original budget request was \$994,321, a 4.6% increase over our FY19 budget. I continued to work on our FY20 request to bring those costs down after I submitted it to the Town at the end of November. When Trustee Chair Mary Warde and I met with the Town Administrator and Finance Director to review the budget on December 19th I shared a staffing modification that improves our organizational structure while also resulting in a decrease in the FY20 request. The primary change is not filling a vacant 12-hour per week Senior Library Technician position and re-distributing 11 of those hours. Five hours will go to our Executive Assistant, bringing her from 30 hours to 35 hours per week, so we will finally have a full-time administrative support position, something that is very much needed. Six hours will be added to the line for regularly scheduled shifts for Library Assistants (For background information, Library Assistants work as substitutes and can only be scheduled for regular shifts less than 6 hours per week. We currently have four 4 hour shifts per week in the budget, providing funding for one Library Assistant to work a 3 to 7 pm shift Monday through Thursday when we're open until 7 pm. This gives four "substitutes" a chance to work regularly and stay current. The revised FY20 budget adds 6 hours per week to this line for Saturday coverage. That Saturday shift will be rotated so that it's not filled by the same staff member every week.) The Town Administrator was agreeable to these changes and we've revised our formal budget submission in MUNIS, the Town's accounting system.

This revision to our FY20 budget request reduced our Salaries line \$3231 and the amount needed to meet state standards for Educational Materials, lowering Expenses by \$750. The total reduction of \$3981 lowers our FY20 budget so that it's now a 4.2% increase over the FY19 appropriation instead of the original 4.6% increase.

Technology Funding

We have \$9200 in the FY20 budget for technology (computers, devices, peripherals, networking, etc.) which is not enough to meet the annual need to maintain/replace a portion of the 50 computers/laptops/workstation devices for the staff and public each year. We've been using funds from a \$29,000 article at the May 2013 Annual Town Meeting to supplement the budget. The \$3500 remaining in that article will be used this fiscal year.

When we met with the Town Administrator to review the FY20 budget we discussed our plan to submit a new technology article for the May Town Meeting utilizing funds re-purposed from the remaining balances on some prior articles. Several purchases are still needed from some of the articles so I'll be working to finalize the amount to be re-purposed. We expect to be able to re-purpose \$20,000 - \$25,000, which should provide technology funding for 4 to 5 years. As we are utilizing those funds we'll seek to increase the budgeted amount for technology each year so that when the article funds are depleted the budget will be sufficient to cover expenses. The deadline for the Annual Town Meeting Warrant is Feb. 8th, prior to your next meeting, so the I'm asking the Trustees to vote to authorize me to submit this article at your January meeting.

CLAMS News:

As we've discussed, one member of the CLAMS consortium had begun exploratory talks to join another consortium. In addition to reducing the scope and depth of the collections in CLAMS libraries, this move would have placed financial stress on the remaining libraries as there would be fewer members to pay the costs of the consortium. The increase in membership fees would not have been insurmountable and could have been phased in, but any increase in fees is difficult to absorb when funding is already tight. In good news for the remaining libraries in CLAMS, however, the other consortium voted last week not to accept any new members.

In other CLAMS news, I passed along your request for Town Counsel to review the amended and restated CLAMS membership contract proposed to go into effect on July 1, 2019. That request has been forwarded to Town Counsel and I'm awaiting a response.

Digitized Town Reports 1866 - 2017

The full collection of the Town's Annual Town Reports are now online after being digitized by the Boston Public Library and Digital Commonwealth. Our collection of Town Reports started in 1866, so it was the most complete. From our website, www.brooksfreeibrary.org, choose the "eLibrary" tab, then scroll down to Town of Harwich annual town reports 1866-2017 and click the link. (The direct link is: <https://archive.org/details/brooksfreeibrary>). Credit is due to our Reference Librarian Jennifer Pickett for initiating this digitization, which was completed at no cost to the Town.

New subscription to Cape Cod Times image edition

Brooks Free Library has provided patrons with free access to the contents of the Cape Cod Times and other local newspapers for many years through our Newsbank subscription. This traditional database allows patrons to search and read articles, which is great for research, but doesn't provide the traditional newspaper reading experience. This month we've added a new "digital edition" of the Cape Cod Times that Newsbank developed for participating CLAMS libraries. You can now read the Cape Cod Times online for free using the Library's Newsbank subscription, with pages appearing just as they do in the print edition. (From the Library webpage, www.brooksfreeibrary.org, chose the eLibrary tab, then scroll down and select the "Access Newsbank" link and enter your library card number. Newsbank offers other products, such as a Metro Boston collection, so you'll want to select Cape Cod Times Collection. The traditional research database is the first listing, so click on the 2nd listing for the Image Edition.

State Ethics Test

We have been advised by the Town Clerk that it's time for all elected officials, committee members and Town staff to complete the State Ethics test again. The deadline for completion is April 5, 2019. We'll provide you with printed copies of the "Notice to Municipal Employees," which contains the address for the test, www.muniprogram.state.ma.us as well important instructions for taking test with different web browsers or devices and for printing the certificate of completion, and the 11-page "Summary of the Conflict of Interest Law for Municipal Employees" at your January meeting. The Town Clerk has provided a group form for the Trustees to sign acknowledging receipt of this summary, rather than having individual Trustees submit their own receipt forms. We will bring that form to the Trustees meeting for the next few months or you can stop in to see our Admin Assistant Megan Green to sign. (508-430-7562 ext 6). We ask that you provide the Certificate of Completion form to us after you complete the test rather than submitting them directly to the Town Clerk as she prefers we submit them as a set for the Board of Trustees.

Cape and Islands Library Legislative Luncheon

This years' meeting with the Cape and Islands legislative delegation has been changed from a breakfast to a luncheon. It'll take place at the Mashpee Public Library on Friday, January 11th at 12:30 PM. A flyer is included in your packet. RSVPs are requested by Monday, Jan. 7th. Please let me know and I'll be glad to submit the RSVP for you.

Update on CPC-funded Rogers Groups project

I received a draft assessment and conservation treatment report from the consultant in December and will be reviewing it this month.

Building Maintenance:

- A. Full building generator - No new updates. The generator should arrive and be installed in January.
- B. Compressor for Fire Protection Sprinkler System - the compressor that maintains the air pressure in the sprinkler pipes failed on Dec. 14th. The maintenance contractor has ordered a new compressor, which should be installed in the next few weeks. Because we have a more complex pre-action deluge system, the building is still protected in the event of a fire. The compressor serves as a backup, preventing accidental discharge of water if, for example, someone knocks a piece of equipment into a sprinkler head and damages it. It's important for protecting against accidental discharge of water but the fire suppression system is fully operational without it.

Respectfully submitted,

Virginia A. Hewitt
Library Director

FY19 Budget Balances

1.4.2019

AREA OF EXPENDITURE	Appropriated Amt	Spent	Remaining Balance	Percent Spent
Advertising	\$160.00	\$0.00	\$160.00	0%
Dues, Subs & Travel	\$3,500.00	\$214.06	\$3,285.94	6%
Educational Supplies	\$152,725.00	\$79,112.19	\$73,612.81	52%
Electric	\$32,500.00	\$15,858.27	\$16,641.73	49%
Employee Fringe Benefits	\$393.00	\$0.00	\$393.00	0%
Gas	\$11,980.00	\$3,497.71	\$8,482.29	29%
Library Supplies	\$12,600.00	\$2,924.33	\$9,675.67	23%
Maintenance & Repair	\$5,600.00	\$1,988.94	\$3,611.06	36%
Office Supplies	\$5,650.00	\$1,769.06	\$3,880.94	31%
Professional & Tech	\$47,977.00	\$41,192.92	\$6,784.08	86%
Water	\$1,026.00	\$332.07	\$693.93	32%
Total Library Expenses	\$274,111.00	\$146,889.55	\$127,221.45	54%
Wages & Salaries	\$676,740.91	\$263,717.36	\$413,023.55	39%
TOTAL	\$950,851.91	\$410,606.91	\$540,245.00	43%

Assistant Director's Report
January 2, 2019

Cultural District Meeting: On December 6th, I attended a meeting with the Massachusetts Cultural Council to discuss next steps regarding the Harwich Cultural Compact and the creation of two cultural districts. Many stakeholders were in attendance and some insight was gained as to the next steps in the process. The town will be creating a Cultural District Partnership, a committee of stakeholders and member institutions which will help guide the process in the future. I have volunteered to be a member of the Partnership and am waiting to learn more about my role and plans for future meetings.

Library Insight: We are currently finalizing the set up of Library Insight, a new museum pass and calendar management software. During this process I was able to transition the majority of our museum passes to printable passes which will allow patrons to print the passes from home or show a digital version of the pass on the smart phone thus eliminating two trips other library to pick up and return the passes. We hope to have the software setup complete and fully operational prior to February vacation.

Training this month: Permanent staff members were invited to complete CPR training which was provided by Angelina Chilaka. The training covered both CPR and the use of an AED. Many thanks to Angelina Chilaka who volunteered her time to train our staff and to the Wellness Department at Monomoy Regional High School for allowing us to borrow their equipment.

Meeting with COA: On Thursday, December 27th, Reference Librarian Jennifer Pickett, Director Virginia Hewitt and I met with COA Director Emily Mitchell and Outreach coordinator Susanna Keith. After giving them a brief tour of the library, we discussed current programs and services and how our two departments have collaborated in the past.

Community Guide: Joanne Clingan has worked diligently on her proposal for a Community Guide, modeled after a similar guide maintained by the Concord Public Library. The guide would provide an alternate place for the display on non-library materials related to local for-profit businesses. Business would be able to submit their materials for inclusion in the Guide, which would be a physical binder kept in the library. We are frequently asked by patrons for referrals for local businesses and the use of a guide would allow us to direct patrons to the guide with the

understanding that the guide is not intended to be a complete listing of services nor is it an endorsement of any of the individuals or businesses listed within the guide but merely a resources for patrons to browse. Along with her proposal, Joanne has submitted a draft policy and procedure which are modeled after our current policy on non-library materials posting and include details on how the guide would be maintained and updated. The guidebook would help us meet our community resource information for library patrons. Once the director and I have reviewed the policy and procedure I hope to submit both to the Board for review.

Outreach: Assistive Technology Coordinator Carla Burke and I will be visiting Pine Oaks on January 8th to share information with residents about our Vital services as well as Books on Wheels.

Programming: The first meeting of the Craft Club will take place in January. The group will be using the library's craft kits to complete craft projects. The group will meet on the third Friday of each month at 1:30.

Respectfully submitted,

Emily Milan
Assistant Director

HARWICH CENTER INITIATIVE STAKEHOLDERS MEETING

THURSDAY, JANUARY 17, 2018 AT 5:30 PM

GRIFFIN ROOM, HARWICH TOWN HALL, 732 MAIN STREET

To: The Citizens and Land Owners of Harwich Center

The Town of Harwich recently established a committee of predominantly Harwich Center residents. This Committee was tasked with considering and making recommendations aimed at restoring the economic, aesthetic and historic vibrancy to Harwich Center.

One of the important and early steps is to listen and learn from the experiences of the citizens most directly involved, the "stakeholders".

This personal invitation has been sent to you because you are one of those key persons who currently live, work and/or own property or business in the Center. From your daily experience, you know the village's good and bad, its attributes, issues and concerns.

To obtain this important guidance and input, the Committee has scheduled an initial public meeting. We respectfully request your involvement. We are looking for verbal testimony, however, written comments are most welcome as well. Please tell us what is working and what does not work from your perspective? Where do things come up short? What steps might be taken to address your concerns? If you could magically cause one or two things to happen, what would those things be?

Please plan to attend and bring your comments.

-OVER-

HARWICH CENTER INITIATIVE

MISSION STATEMENT:

Develop and advocate specific, well thought-out recommendations for effective action legislative, regulatory, and administrative to promote the historic, multi-use character of Harwich Center, to regain the Center's active "village" atmosphere and charm, and to stimulate, nurture, and support the investment and economic activity needed to accomplish those goals.

RECOMMENDED ACTIONS FROM PAST PLANS & REPORTS UNDERTAKEN FOR HARWICH CENTER

SHORTER TERM:

- Implement Sidewalk and Bike Way Improvements
- Implement Street Improvements, Crosswalks, "Traffic Calming" measures
- Right-of-way taking of connecting link between Parallel and Main Streets
- Extend "On-street" parking Easterly on Main Street
- Consider locations for possible Easements for Parking and Wastewater Treatment

MEDIUM TERM:

- Introduce "Form Based Zoning" to Promote Sense of Place and Character
- Develop/Implement Plans for Public Parking and Wastewater Treatment Improvements
- Explore Street Circulation Changes
- Support Harwich Center Cultural District (place making activity, historic walking tours, etc.)

LONGER TERM:

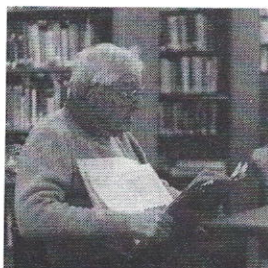
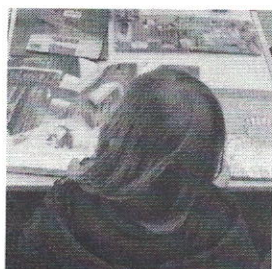
- Implement Traffic Circulation and Roadway Improvements
- Develop Plan for Financing Placement of Utility Lines Underground

The Libraries of Cape Cod and the Islands invite you to our

LEGISLATIVE LUNCHEON

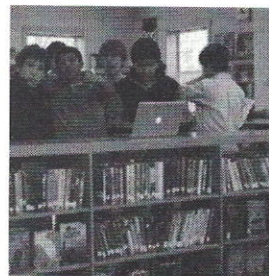
Enjoy lunch with our state legislators. They want to hear from constituents and library advocates about the importance of library services on Cape Cod and the Islands.

Entrepreneurs, students,
job seekers, the
homeless, the affluent,
new Americans,
children, young adults,
adults and seniors all
find a path to success at
the library.



WE BELIEVE
THAT OUR
LIBRARIES ARE
IMPORTANT
FOR MEETING
THE NEEDS OF
ALL RESIDENTS

PLEASE
JOIN US IN
SUPPORT



More people visit their
local library each year
than attend entire
seasons of the Celtics,
Patriots, Bruins and
Red Sox games
combined.

Friday, January 11th from 12:30pm - 2pm

*Mashpee Public Library
64 Steeple Street,
Mashpee, MA 02649*



Please RSVP to kmahoney@clamsnet.org