

Wed. July 1, 2020 at 7 pm

This meeting will be held VIA REMOTE PARTICIPATION.

Join the meeting from a computer, tablet or smartphone <https://global.gotomeeting.com/join/931324125>

You can also dial in using your phone by calling 1 (872) 240-3212 Access Code: 931-324-125

Agenda

1. Call to Order/Attendance
2. Approval of Minutes of Wed. March 4, 2020 and Thurs. June 18, 2020
3. Public Comment
4. Reports:
 - A. Chairman
 - B. Library Director
 - C. Building & Grounds Committee
 - D. Liaison from Board of Selectmen
5. Correspondence
6. Old Business:
 - A. FY21 July, August and Sept. Monthly Budgets (1/12th budget)
 - B. FY21 Budget
 - C. Status report on ability to provide curbside pickup service on Saturdays
 - D. Updates on Phased Resumption of Services
7. New Business:
 - A. Reorganization of the Board
 - B. Acceptance of Donations
8. Trustee Reports and Requests for Next Meeting's Agenda
9. Upcoming Meetings/Events
 - A. Town Election – Tuesday, June 30, 2020 – 11 am to 6 pm – Community Center
 - B. Library Board of Trustees – August 1, 2020 (pending confirmation of date from Town Clerk's office.
Only remote participation meetings are currently allowed but if this changed the Board may be able to meet in person with the public participating remotely.)
10. Adjournment

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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 posted on the Town website, www.harwich-ma.gov/brooks-free-library-board-of-trustees, and the Library website, 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 brooksfreelibrary@clamsnet.org.

Brooks Free Library Board of Trustees
Wed., March 4, 2020, 7pm
2nd Floor, Reference Area, Brooks Free Library
739 Main St., Harwich MA 02645

DRAFT Minutes

1. Call to Order/Attendance: Chair Mary Warde called the meeting to order at 7:03 p.m., Kathleen Remillard, Bernadette Waystack, JoAnn Brown, Bill Crowell (7:06 during lib director report), Joan McCarty (arrive 7:15 during Lib Dir report). Also in attendance were Board of Selectmen Liaison Stephen Ford, Library Director Virginia Hewitt and Assistant Director Emily Milan. Jeannie Wheeler was not in attendance.
2. Approval of Minutes of Jan. 8, 2020: There being a quorum present, Bernadette Waystack made a motion to accept the minutes of January 8, 2020 as written. JoAnn Brown seconded and the motion passed unanimously. Bill Crowell and Joan McCarty were not present for this vote.
3. Public Comment: There was no comment from the public present at this meeting.
4. Reports:
 - A. Chairman- Chair Warde had no formal report for this meeting.
 - B. Library Director- In addition to her written report, Ms. Hewitt discussed potential issues with the upcoming Census and indicated that library staff was meeting with the COA Director to coordinate efforts for census help for residents. Ms. Hewitt also notified the Board that the library website has a COVID-19 information page and plans to increase access to sanitizers for public computers are in place. Ms. Warde indicated that she had a few follow up questions regarding Ms. Hewitt's written report concerning next steps for working on the concern over custodial staffing for the library and the results of the recent staff security training. Ms. Hewitt reported that the security training was quite successful and well received by the staff. Ms. Waystack encouraged continued participation in all staff training days. In regards to the custodial concerns, Ms. Hewitt indicated that custodial staff is managed by Facilities Manager Sean Libby and that this is likely to be an ongoing concern due to staffing shortage in the custodial pool.
 - C. Building & Grounds Committee- Ms. Brown indicated that she will be exploring options for an additional bench on the front porch of the library and will bring a suggestion for next month. There is money remaining from the previous vote of expenditures from the Fial Gift account which can be used for this purchase once a bench is selected.
 - D. Liaison from Board of Selectmen- Mr. Ford provided the Board with an update on the ongoing search for a new Town Administrator. A search committee has been formed and, at the most recent meeting, the Board of Selectmen approved hiring a search firm to assist in the process. In the meantime, the Board is confident that the town is well served by the acting Town Administrator as well as the Interim Assistant town Administrator and the town is well prepared for the annual town meeting. Mr. Ford also praised Ms. Hewitt for the focus and detail she applied to her proposed budget amendments.
 - E. Friends of Brooks Free Library - none
5. Correspondence: none
6. Old Business:
 - A. FY21 Budget – Ms. Hewitt reviewed the details of the narrative she submitted to the Acting Town Administrator on January 9th in response to the budget message requesting all departments to present a budget with no more than a 2% increase over

the previous year's budget. She stated the Interim Town Administrator planned to inform departments of the budget cuts he'd be recommending prior to his presentation to the Selectmen but that did not happen, likely due to time constraints. Mr. Powers reduced the Salary and wages line by \$14475. This would require staffing cuts that would impact open hours, but only 1-2 hours a week which would be hard to implement while maintaining some consistency in opening and closing times. The day after the BOS presentation Ginny discussed with Mr. Powers the possibility of reallocating the reductions to other lines rather than taking it all from Salary and Wages. Mr. Powers was in agreement but asked that Ginny speak to the Finance Director. The Finance Director was also in agreement that the proposed changes were sound. Ginny presented a proposal to the Trustees for reallocating the budget reductions. Most of the savings would come from two energy efficiency projects which have just been completed. \$3075 would need to come from Salary and Wages. After discussion by the Trustees, Bernadette Waystack made a motion to approve the proposed reductions made by the Library Director and to submit a letter from the Board of Trustees to the Selectmen and Finance Committee dated 3/4/2020 outlining total reduction of \$14475 from budget. Joan McCarty seconded the motion, which was approved unanimously. The letter documenting the Trustees vote will be presented to the Selectmen and Finance Committee at our budget hearing with them on Saturday, March 7, 2020.

7. New Business:

- A. Potential change of regular meeting date – The Board discussed the possibility of adjusting the meeting time for next fiscal year. Current practice is to meet on the 2nd Tuesday of each month but the Chair did an informal poll to see if current Board members would be available to meet on either the 1st or 3rd Wednesdays and the general consensus of those present was a preference for the 1st Tuesday. Ms. Waystack made a motion to change the monthly Board meeting from the 2nd Tuesday to 1st Tuesday, beginning with the June 2020 meeting. Ms. McCarty second and the motion passed with one abstention from Ms. Warde who will not be running for re-election.
 - B. Review of updated job description for Library Executive Assistant – The Board reviewed changes to the Library Executive Assistant job description. Discussion among Board members indicated their feelings that the new description better matched the expectations of the job and the tasks specific to an executive assistant working in the library. Ms. Warde appreciated the detail given to the job description, noting that it was robust and comprehensive. Ms. Waystack made a motion to approve the newly revised Library Executive Assistant Job description. Ms. McCarty seconded and the motion passed unanimously.
 - C. Vote to Accept Donations: Ms. Brown made a motion to accept donations in the amount of \$660 into the library gift account. Ms. McCarty seconded and the motion passed unanimously.
 - D. Annual requirement to acknowledge receipt of Summary of Conflict of Interest Law - Ms. Warde indicated that all Board members had signed the required acknowledgement and the form was given to Ms. Hewitt to submit.
8. Trustee Reports and Requests for Next Meeting's Agenda- There were no additional reports at this meeting.
9. Upcoming Meetings/Events
- A. Selectmen & Finance Committee Budget Hearings - Sat. March 7, 2020 – 10:05 AM, Griffin Room at Town Hall
 - B. Library Board of Trustees –Wed., April 8, 2020 - 7 PM – Brooks Free Library
 - C. Annual Town Meeting - May 4 and 5, 2020 - 7 PM - Community Center
 - D. Library Board of Trustees - Wed., May 13, 2020 - 7 PM - Brooks Free Library

E. Town Elections - Tues., May 19, 2020 - Community Center

10. Adjournment - There being no further discussion Ms. Waystack made a motion to adjourn the meeting. Ms. McCarty seconded and the vote was unanimous. Ms. Warde adjourned the meeting at 8:15 p.m.

Respectfully Submitted,

Emily Milan