

**Brooks Free Library Board of Trustees**  
**Wed. July 7, 2021 at 7 pm**  
**739 Main St., Harwich MA 02645**

**Agenda**

1. Call to Order/Attendance
2. Vote to Approve Minutes of June 2, 2021
3. Public Comment
4. Reports:
  - A. Chairman
  - B. Library Director
  - C. Assistant Director
  - D. Review of Other Staff Reports or Information in Meeting Packet, and In-person Update from Youth Services Librarian Ann Carpenter
  - E. Building & Grounds Committee
  - F. Liaison from Board of Selectmen
5. Correspondence
  - A. Invitation to Community Preservation Committee Public Information Hearing - Thurs. July 15, 2021, 6 pm in the Griffin Room at Town Hall
  - B. June 7, 2021 Email from Mary Rose Quinn, Head of State Programs /Government Liaison, Mass. Board of Library Commissioners re: Open Hours Requirement for FY22
6. Old Business:
  - A. Library Director Evaluation
7. New Business
  - A. Staff Spotlight: Youth Services Lib
  - B. Reorganization of the Board
  - C. Vote to Accept Monetary Donations
  - D. Vote to Dispose of Surplus Property
8. Trustee Reports and Requests for Next Meeting's Agenda
9. Upcoming Meetings/Events
  - A. Library Board of Trustees – 7 pm on August 4, 2021 and Sept. 1, 2021
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 posted on the Town website, [www.harwich-ma.gov/brooks-free-library-board-of-trustees](http://www.harwich-ma.gov/brooks-free-library-board-of-trustees), and Library website, [www.brooksfreeibrary.org/brooks-free-library-board-of-trustees](http://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).*

**Brooks Free Library Board of Trustees**  
**Wed. June 2, 2021 at 7 pm**  
**DRAFT Minutes**

REMOTE PARTICIPATION ONLY

1. Call to Order/Attendance

Chair JoAnne Brown called the meeting to order at 7:05 PM. Ms. Hewitt read the following announcement:

“Pursuant to Governor Baker’s March 12, 2020 Order Suspending Certain Provisions of the Open Meeting Law, G.L. c. 30A, §18, and the Governor’s March 15, 2020 Order imposing strict limitations on the number of people that may gather in one place, this meeting of the Brooks Free Library Board of Trustees is being conducted via remote participation. No in-person attendance by members of the public will be permitted but every effort has been made to ensure the public can adequately access the proceedings as provided for in the Order. Members of the public who would like to join the meeting live may do so using the link or phone number provided on the agenda. This meeting is being recorded and will be shown on Channel 18 and available on demand on Channel 18’s website and YouTube.”

The Chair conducted a roll call of Trustees present so they were identified to any remote participants or those watching the recording. Responding present were L. Cebula, W. Crowell, J. McCarty, K. Remillard, B. Waystack, J. Wheeler, and J. Brown. The Chair noted that Library Director Hewitt and Assistant Director Milan were also present.

2. Vote to Approve Minutes of May 5, 2021

MOTION: To approve the minutes of the May 5, 2021 meeting. (motion: B. Waystack ; second: J. McCarty)

Roll call vote: L. Cebula – in favor, W. Crowell – in favor, J. McCarty- in favor, K. Remillard – in favor, B. Waystack – in favor, and J. Brown – in favor. The motion passed unanimously.

3. Public Comment- No members of the public were in attendance.

4. Reports:

- A. Chairman- The Chair announced that J. McCarty, K. Remillard, and J. Wheeler were re-elected for three year terms. She further indicated that it is time for Ms. Hewitt’s annual evaluation and instructed Board members to mail their evaluation forms to her or return them to the library.
- B. Library Director- In addition to the written report, Ms. Hewitt noted that Juneteenth now a state holiday. The library will be closed on June 19th which is a Saturday. She also noted that the library will be closed on Monday, July 5th. July 4th is on a Sunday and will be observed by government offices on Monday July 5th. The Board of Selectmen’s first in-person public meeting will be held on June 21st. As of that date it is expected that boards and committees will resume meeting in person. Therefore the July 7th meeting of the Board of Trustees will be in person with location to be determined. L Cebula asked about staffing

concerns as reported in Ms. Hewitt's report and asked for clarification on the impact of the low staffing. Ms. Hewitt explained that training and recruitment will need to occur as soon as possible and that low staffing was the reason for delaying the return to pre-pandemic open hours. As long as recruitment and training go well, the library should be able to resume full open hours on July 1st.

- C. Assistant Director- Ms. Milan had nothing additional to report.
  - D. Review of Other Staff Reports or Information in Meeting Packet- The Chair praised Ms. Pickett and Ms. Thornton for their written reports.
  - E. Building & Grounds Committee- none
  - F. Liaison from Board of Selectmen- none
5. Correspondence- none
6. Old Business:
- A. Resumption of Services- Ms. Hewitt indicated that initially library visitors were compliant with masks and other limitations for inside visits. However, with the lifting of the statewide mask mandate there has been some increased frustration with the town's mask requirement in town buildings. Ms. Hewitt also discussed expansion of hours as of June 1st and July 1st, the removal of time limits on June 1st. Ms. Hewitt indicated that there are no plans for indoor programs and, combined with limited seating, this should help patron turnover occur naturally. She also explained the rationale behind removing the mask requirement as of June 15th indicating that, if the library was the only town building requiring masks, staff would have difficulty enforcing it. Based on CDC and state guidelines, public attitudes are changing towards masks and staff would be open to conflict were we to require masks. She also indicated that staff expect curbside pickup will decline as the month winds down and additional inside hours are available. Staff should still be able to provide some curbside even after resuming pre-pandemic open hours. Chair Brown asked if plexiglass would stay in place and Ms. Hewitt indicated that it would. She also noted that staff may reevaluate indoor programming as summer continues.
  - B. Other: Mr. Crowell confirmed that he had received the Trustee stipend. He also indicated that he was unable to attend Town Meeting and asked for confirmation on the Capital Plan which included expenditures for the library roof. Chair Brown indicated that the Capital Plan was approved.
7. New Business
- A. Vote to Accept Monetary Donations: Motion to accept a gift of \$100 from B. Mason Flemming, Jr in memory of Nancy Hatch and a gift of \$100 from Boyd Wise in memory of Eleanor Pat Wise.

MOTION: To approve the donations. (motion: J. McCarty ; second: J. Wheeler)

Roll call vote: L. Cebula – in favor, W. Crowell – in favor, J. McCarty- in favor, K. Remillard – in favor, B. Waystack – in favor, and J. Brown – in favor. The motion passed unanimously.

8. Trustee Reports and Requests for Next Meeting's Agenda- Ms. Wheeler expressed gratitude to the staff for their work under difficult circumstances these past months. Mr. Crowell asked about the impacts of the recent changes to Main Street crosswalks. After a brief discussion the general consensus was that it will take both time and enforcement to ensure that the necessary traffic safety concerns are addressed and resolved.

9. Upcoming Meetings/Events

A. Library Board of Trustees – 7 pm on July 7, 2021, August 4, 2021

10. Adjournment

MOTION: To adjourn. (motion: J. McCarty ; second: J. Wheeler)

Roll call vote: L. Cebula – in favor, W. Crowell – in favor, J. McCarty- in favor, K. Remillard – in favor, B. Waystack – in favor, and J. Brown – in favor. The motion passed unanimously.

There being no further business the meeting was adjourned at 7:32 pm.

Respectfully Submitted,

Emily Milan

Library Director's Report for  
July 7, 2021 Board of Trustees Meeting

6.29.21

Trustees Meeting format and location:

As discussed last month, boards and committees are able to meet in person again. I was unable to reserve a room at Town Hall or the Community Center where the meeting can be recorded for your July 7th meeting, so this month's meeting will take place on the 2nd floor of the Library and not be recorded. The Library closes at 7 pm but access will be available for members of the public who want to attend the Trustees meeting. I expect that meeting rooms with recording capability will be available for future meetings.

I'd like to incorporate a good idea I've seen elsewhere, scheduling a brief annual presentation from librarians involved in youth services, reference, technology, programming and outreach at various meetings through-out the year when we don't have a heavy agenda. This will provide a good opportunity for you to meet or learn more about the staff and their area of focus. This month I've asked Youth Services Librarian Ann Carpenter to present her report in person. She accomplished a tremendous amount of work with her end of the school year book talks for classrooms and outreach efforts to the elementary and middle schools, and she'll also talk about the Summer Reading Program. This will be the first night of Ann's new role playing/storytelling group from 6 to 7, so she'll join us when all the young people have been picked up.

Resumption of Services

As of July 1<sup>st</sup> the Library has returned to full pre-COVID hours. There are no restrictions on the length of time patrons can stay and we are complying with the directive from the Town that masks are no longer required in Town facilities.

Over the course of the past month staff members have relocated materials and returned tables and chairs to the public areas of the Library. Newspaper subscriptions have re-started, with additional copies of the Cape Cod Times and Boston Globe ordered for the summer. The newspapers have a new home on the first floor, with plenty of study tables available in the area for readers to use. Patrons may also take newspapers outside, if they prefer. We have not brought up the armchairs from the basement. Almost all are old and worn and in need of re-covering or replacing.

End of the Fiscal Year

The preliminary end of the year FY21 accounting report and the new FY22 report are included in your packets.

The end of the fiscal year is always a busy time administratively, with the added complications of resuming operations, training returning staff and volunteers, and required use of leave this year.

Of note this year in our end of year spending on collections we have started a caregiver collection with videos, puzzles and activities for people with dementia, daily living kits for people with vision loss, other safety items such as a smoke detector/bed shaker for people

with hearing loss so community members to have a chance to try these devices and equipment out to see if they would be helpful to them before they buy.

The state certification rules allow up to 10% of the annual expenditure on library materials to be for technology for public use so we purchased a new server for the Useful system for the public computers for adults and new Chromebooks for the Homework Center.

#### Update on the Friends of Brooks Free Library

The Friends of Brooks Free Library don't meet over the summer. Their next meeting will be in-person on Thursday, Sept. 16<sup>th</sup> at 10 am. Their First Sunday series of programs will resume in October.

Almost all of the books donated to the Library are given to the Friends Book Sale, so we won't be accepting donations until the Book Sale resumes. The Friends are currently discussing how and when to resume the book sale operation. It may resume on a limited basis in the next few months, depending on volunteer interest and availability, with Book Sale shelves in the lobby and on the Mezzanine but the Book Sale Room in the basement will likely remain closed for some time.

#### Community Events

This month I joined Trustee Bernadette Waystack in representing the Library at Chase Library's Open House on June 19<sup>th</sup>, and last weekend I attended the Annual Meeting of the Harwich Historical Society.

#### Brooks Academy Museum foundation project

I've been appointed by the Selectmen to serve on the Designer Selection Committee for the upcoming Brooks Academy Museum foundation project. This is a limited time commitment -the committee is expected to meet several times in July and/or August to review responses from engineers/architects for the work.

#### Updates from June 2021 CLAMS Membership Meeting

Membership (Directors of CLAMS libraries) voted to eliminate the quarantine of returned items as of July 1<sup>st</sup>. Quarantining items was no longer a requirement or even a recommendation of state and public health officials, but some libraries were continuing the practice and this was affecting the consortium as it slowed down the flow of materials between libraries.

Text notification of overdues and hold pickup notices was suspended during the pandemic but is once again available for patrons who chose to sign up for that service. (Click the Sign Up for Text messages link on the CLAMS catalog, [www.clamsnet.org](http://www.clamsnet.org))

Patrons who have not returned materials or who owe more than \$25 are blocked from borrowing materials at CLAMS libraries as part of our standardized loan rules. Several years ago Membership voted to apply this block to Overdrive eBooks and downloadable audiobooks as well, not just physical items. When the pandemic began, Membership suspended this rule for Overdrive and in June we voted to extend the suspension of that rule again, until Jan. 1, 2022. The majority of members indicated support for eliminating that

restriction for Overdrive items permanently, since patrons cannot keep electronic items longer than the loan period, so that subject will be placed on a future agenda.

### Exterior Furniture

We did not use the Lang Fund to supplement the budget for the collection in any significant amount and spent very little on programs and programming supplies this year so as of mid-June we'd spent less than \$1000 total from the Lang Fund, far below the \$20,000+ normally expended. With the summer approaching, full operations resuming and the funds available, I decided to purchase outdoor furniture, which has been very much needed, to complete the work started with the preservation project.

The new furniture is black and in keeping with the style recommended by the landscape architects in McGinley Kalsow's assessment report. The items were in stock, came quickly and custodian Robin Smith, with assistance of Suzanne Martell, assembled them and they're now out for public use. We also consolidated pieces of the mismatched sets that have been moved around by patrons while we were closed. We may no longer need the white wrought iron set (which is chipping) and the white bistro table (missing it's chairs) but for now they've been combined into a coordinated looking set in the shade of a tree. We also have green Adirondack chairs, which were on the front porch before the preservation project. We'll be looking to reduce/ re-purpose these pieces, working towards a cohesive look for the entire site, but for now the exterior looks great and provides plenty of seating options for patrons.





Below are the details on these expenditures:

Front porch	\$890.79	4 black polywood rockers
	<u>\$79.98</u>	2 metal tables
	\$970.77	
Parking lot side	\$784.80	3 black bistro sets
	\$49.00	black shelf for curbside
	<u>\$93.19</u>	black outdoor trash can
	\$926.99	
Total:	\$1897.77	

Respectfully submitted,

Virginia Hewitt  
Library Director



## FY21 Budget Balances

7/1/2021

PROJECTED: : some items have been ordered but not yet received

AREA OF EXPENDITURE	Appropriated Amt	Spent	Remaining Balance	Percent Spent
Advertising	\$180.00	\$0.00	\$180.00	0%
Dues, Subs & Travel	\$3,845.00	\$2,493.20	\$1,351.80	65%
Library Materials	\$157,660.06	\$158,238.89	-\$578.83	100%
Electric	\$25,741.00	\$20,035.76	\$5,705.24	78%
Employee Fringe Benefits	\$300.00	\$0.00	\$300.00	0%
Gas	\$10,601.00	\$7,435.20	\$3,165.80	70%
Library Supplies	\$13,000.00	\$13,383.67	-\$383.67	103%
Maintenance & Repair	\$5,700.00	\$5,895.20	-\$195.20	103%
Office Supplies	\$5,750.00	\$5,693.14	\$56.86	99%
Professional & Tech	\$50,725.00	\$50,531.69	\$193.31	100%
Water	\$1,315.00	\$993.82	\$321.18	76%
Total Library Expenses	\$274,817.06	\$264,700.57	\$10,116.49	96%
Wages & Salaries	\$730,884.71	\$702,982.22	\$27,902.49	96%
<b>TOTAL</b>	<b>\$1,005,701.77</b>	<b>\$967,682.79</b>	<b>\$38,018.98</b>	<b>96%</b>

Assistant Director Report to the Trustees  
July 2021

Staffing

As previously reported, several of our temporary and permanent Library Assistants resigned during the pandemic. While this was not unexpected it did present some challenges over the past several months as we continued to expand our open hours requiring additional staffing for public service desks. As a result, a great deal more of my time this past month was devoted to covering those public service desks. However, I am happy to report that we were able to advertise the Library Assistant openings to other CLAMS library employees and recruited several potential candidates. By selecting candidates with previous CLAMS experience we ensured that less training would be required for any potential new hires. Knowledge of the library database and CLAMS policies is foundational for any member of our team. This past week we were able to offer conditional appointments to several very qualified candidates with CLAMS library experience and we hope to begin onboarding and training the new candidates in the coming weeks.

Volunteers

As of mid-May, we had filled every opening in our volunteer schedule and are now well prepared for the busier summer months. We were fortunate to be able to bring back a core group of our volunteers who are trained in both reshelving library materials as well as paging of library items. The paging process is one which often takes staff members away from service desks for longer periods of time as they pull items that have been requested by patrons. By selecting volunteer candidates who were previously trained in this task, and offering refresher training upon return, we were able to maintain adequate staffing of the service desk during the paging process.

Library Insight replacement

This past month I was able to secure confirmation that our current museum and calendar software product, Library Insight, would continue to be supported by the vendor through the end of the calendar year while we transition to a new product. I also met with Administrative Assistant Megan Green and Senior Library Technician Joanne Clingan to discuss the outcome of their data collection related to replacement products for Library Insight. We have compiled a final list of questions and considerations and will be meeting on July 14th to select the replacement product.

Fine free project

As of June 29th, Brooks Free Library is officially fine free. Both CLAMS and library staff have completed the projects and reporting required to make the adjustment in our loan rules and patron records.

Respectfully submitted,

Emily Milan  
Assistant Director

## Youth Services Report

June 30th, 2020

### Storytime Update

We had our last Virtual Storytime this week. Both of the families that were regularly attending have indicated that they will be coming to our Outdoor Story Time, so the virtual program was no longer needed. Outdoor Story Time has been very successful for its first two weeks. We had over 30 people at the first session and over 40 at the second session. We garnered many compliments and comments of gratitude for running an outdoor program for the summer.

The Chicka Chicka Zoom Zoom storytime program that I was cohosting with Lucy Gilmore from the Cape Cod Children's Center had its final session on July 25th. The program will not run during the summer, but may return in the fall or winter months depending on local COVID conditions.

### School Visit Updates

Two of the virtual classrooms I "visited" via Zoom throughout the school year celebrated the end of the year by having an in-person picnic at Brooks Park, to which I was invited. I read a book to each class, and we used our button machine to make special "HES Distance Learner 2019-20" pins for the students.

Along with the youth services librarian from Chatham, I did talks to the fourth, fifth, sixth, and seventh graders about how to access library resources both in person and online, and about our summer reading program. We encouraged students to sign up for library cards, and created about 60 new cards for the middle schoolers.

### Summer Program Deposit Collections

I have connected with the HES YMCA camp program to bring books to the camp each week so that the students will have access to books. I will also be bringing the prizes so that students at the camp can participate in our summer reading program. Likewise, I will be bringing a deposit collection of books to the Harwich Recreation Department Playground Program.

### Summer Reading Program

While we have many less special events this year compared to previous summers, the core part of the Summer Reading Program will remain unchanged. Every time a student reads (or is read to) for 2.5 hours, they receive a small prize and a free book from our collection of donated books. As of this writing we have over 100 students signed up to participate, not including the students participating through the summer camps.

Respectfully submitted,

Ann Carpenter  
Youth Services Librarian

**From:** Jàn Moore <[janmoore8040@gmail.com](mailto:janmoore8040@gmail.com)>  
**Date:** June 24, 2021 at 4:05:20 PM EDT  
**To:** Community Preservation Committee <[cpc@townofharwich.us](mailto:cpc@townofharwich.us)>  
**Cc:** Jàn Moore <[janmoore8040@gmail.com](mailto:janmoore8040@gmail.com)>  
**Subject:** Harwich CPC July 15 Public Information Hearing

As a past project manager of a CPA project, you are invited to attend the annual Public Information Hearing for the Community Preservation Committee to receive direction for possible future ideas and projects.

Public Information Hearing

Town of Harwich

Community Preservation Committee

The Harwich Community Preservation Committee (CPC ) will hold a Public Information Hearing on Thursday, July 15, 2021 at 6:00 PM in the Donn B. Griffin Room, Town Hall, 732 Main Street, Harwich, MA 02645 pursuant to M.G.L. Ch.44B, Community Preservation Act (“Act”), Section 5(b)(1): “As part of its study, the committee shall hold one or more public informational hearings on the needs, possibilities and resources of the city or town regarding community preservation possibilities and resources, notice of which shall be posted publicly and published for each of two weeks preceding a hearing in a newspaper of general circulation in the city or town.”

Your attendance is encouraged to learn about the Act and to discuss possible projects consistent with the Act and to review the submittal guidelines. The Act includes projects related to open space, community housing, historic preservation, and recreation. Application information is available online at <http://www.harwich-ma.gov/community-preservation-committee>

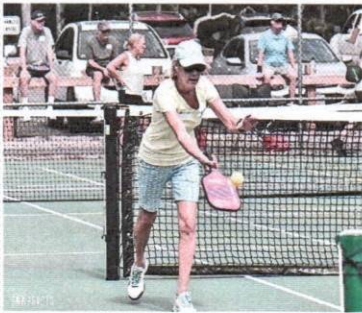
If you have an idea for a project that would meet the requirements of the Community Preservation Act, then please bring that idea forward for discussion.

# Public Information Hearing Town of Harwich Community Preservation Committee Thursday, July 15, 2021, 6:00 pm

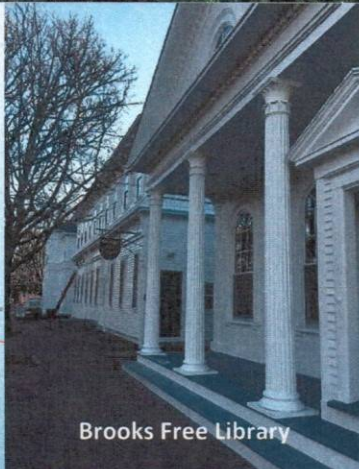
South Harwich Meeting House



Recreation at Brooks Park



Preservation of Muddy Creek



Brooks Free Library

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Application information is available online at <http://www.harwich-ma.gov/community-preservation-committee>

**Quinn, MaryRose (BLC)** <maryrose.quinn@state.ma.us>

Mon, Jun 7, 2021 at 2:54  
PM

To: "stateaid@mblc.state.ma.us" <stateaid@mblc.state.ma.us>, "trustees-announce@mblc.state.ma.us" <trustees-announce@mblc.state.ma.us>, "pubdir-announce@mblc.state.ma.us" [pubdir-announce@mblc.state.ma.us](mailto:pubdir-announce@mblc.state.ma.us)

Subj: Hours Open Requirement returning for FY 2022 (reporting in FY 2023)

Greetings All,

At the monthly board meeting in June, the State Aid Unit reviewed for Commissioners the Hours Open Requirement (in regulation) and the policies related to the requirement. The Board originally approved the policies in 2019 for FY 2022. Since last March, the Board has approved changes in the Hours Open and Materials Expenditure Requirements (and related policies) for FY 2020 last April (reported last October, FY 2021) and for FY 2021 in January (for reporting in October, FY 2022), effectively suspending the requirements for two fiscal years. At this time, no changes or adjustments are anticipated for FY 2022 standards for reporting in the FY 2023 State Aid cycle. The other minimum standards are restored to pre-pandemic levels as well.

Therefore, as libraries start to re-open this month and restore hours and services over the summer, public libraries in the State Aid to Public Libraries Program will be expected to meet the Hours Open Requirement for their respective population groups and the 38 week per year compliance period as of Labor Day (through Memorial Day) or at such a time that allows for the 38 week compliance by June 30, 2022. The Accommodation Policy which provides a reduced number of hours at 90% of the compliance requirement will be in effect.

The recommendation of the Labor Day date as the start of full compliance gives libraries that need it, additional time (3 months) to restore staffing, services, and programs to pre-pandemic levels. Libraries that are planning to re-open during the summer and meet the full requirements for their population group in June, July, and August may, of course, use those weeks as part of their compliance period.

Please let me know if you have questions or need additional information.

Mary Rose Quinn

Head of State Programs /Government Liaison  
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