

**Brooks Free Library Board of Trustees**

Wed., March 4, 2020, 7pm  
Thornton Room, Brooks Free Library  
739 Main St., Harwich MA 02645

**Agenda**

1. Call to Order/Attendance
2. Approval of Minutes of Jan. 8, 2020
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 – discussion and vote on how to implement budget reduction
7. New Business:
  - A. Potential change of regular meeting date – discussion and possible vote
  - B. Review of updated job description for Library Executive Assistant – discussion and possible vote
  - C. Vote to Accept Donations
  - D. Annual requirement to acknowledge receipt of Summary of Conflict of Interest Law
8. Trustee Reports and Requests for Next Meeting's Agenda
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

**Authorized posting officer**

*Virginia A. Hewitt*

Brooks Free Library

**Posted by**

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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 the 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).*