

**Brooks Free Library Board of Trustees**

Wed., Oct. 9, 2019, 7pm  
Thornton Room, Brooks Free Library  
739 Main St., Harwich MA 02645

**Agenda**

1. Call to Order/Attendance
2. Approval of Minutes of Sep. 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. Update on the Conservation of the Rogers Groups sculptures
7. New Business:
  - A. Revised Patron Behavior Policy / Standards of Conduct - discussion and possible vote
  - B. Vote to Accept Donations
8. Trustee Reports and Requests for Next Meeting's Agenda
9. Upcoming Meetings/Events
  - A. Trustees Annual Meeting with Board of Selectmen – Oct. 28 at 6:30 PM, Griffin Room, Town Hall
  - B. Library Board of Trustees –Wed., Nov. 13, 2019 - 7 PM – Brooks Free Library
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.brooksfreelibrary.org/brooks-free-library-board-of-trustees](http://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"*

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## Brooks Free Library Board of Trustees

Wed., Sept. 11, 2019

Thornton Room, Brooks Free Library

739 Main St., Harwich MA 02645

### Minutes **DRAFT**

1. Call to Order/Attendance – The meeting was called to order at 7:05 by Chairman Mary Warde. Trustees Jeannie Wheeler, Bernadette Waystack, Joan McCarty and William Crowell and Library Director Virginia Hewitt were present.
2. Approval of Minutes of June 19, 2019 and Aug. 14 2019

Motion: to approve the minutes of June 19, 2019 and Aug. 14, 2019 (m: Joan Mccarty, s: Jeannie Wheeler). Unanimously approved.

3. Public Comment - None.
4. Reports:

#### A. Chairman

The Chair noted that the Mass. Board of Library Commissioners (MBLC) has begun soliciting copies of recently approved ByLaws for Board of Trustees to create a sample collection. This will be very helpful as the Board looks at reviewing and updating our ByLaws this year.

#### B. Library Director

In addition to the written report the Director discussed the Library's submission for the FY21-27 Capital Plan. The Trustees concurred that the \$40,000 for plans for interior modifications should be moved from FY21 to FY22 so that it will be closer in time to the work itself, which is on the Capital Plan for FY24. Ginny noted that we are no longer scheduled to meet with the Capital Outlay Committee on Sept. 26<sup>th</sup>. A new date has not yet been set.

The Library Director provided an update on the request for quotes for the Rogers Groups conservation project noting that she was hopeful that we would receive one or more quotes that would be within the available funding. The closing date for this solicitation is Sept. 20<sup>th</sup>.

The Library Director informed the Trustees that her presentation on the Library's response to July 23<sup>rd</sup> tornado at the COSTEP Resiliency Forum for Cultural Institutions on Sept. 10<sup>th</sup> went very well. We have been asked by MBLC to partner with them on a workshop for the May 2020 Mass. Library Association conference.

Ginny reported that she had attended the first meeting of the Barnstable County Complete County for the 2020 Census that morning. This will be the first census that will be completed primarily online so, as public access technology centers, libraries can play a valuable role in assisting those without Internet access at home and those without good technology skills in completing the census and we will develop plans to do so. The assistance of libraries in making the public aware of the census and promoting the importance of completing it is also important to the Census Bureau as librarians are seen as "trusted community voices."

The details on the two upcoming emergency preparedness programs for Disaster Preparedness Month and Climate Preparedness Week were discussed. On Monday Sept 23 at 6 pm Harwich Emergency Management Director Lee Culver and Barnstable County Emergency Management

Coordinator Sean O'Brien will present a program on Emergency Preparedness and Response. On Thurs. Sept 26 we will host a Community Conservation on preparing for climate change and extreme weather events using the World Café model for hosting community conversations.

It was noted that the Cape Cod Commission's traffic safety of Harwich Center, scheduled for the spring 2019 and then summer 2019 has not yet occurred.

Ginny also reported that the DPW Facilities Manager has two large projects planned for the Library this fall. The first is replacement of all of our lights with LED fixtures through the Cape Light Compact. The second is replacement of the boilers and other upgrades to the HVAC system. The Town has received a \$150,000 as part of the Green Communities initiative and is utilizing it for this project.

C. Building & Grounds Committee

Jeannie Wheeler noted that there are no pending issues. She also noted she will be unable to attend the October Board meeting.

D. Liaison from Board of Selectmen - None.

E. Friends of Brooks Free Library - None.

5. Correspondence - None.

6. Old Business: - None.

7. New Business:

A. Vote to Accept Donations - None.

8. Trustee Reports and Requests for Next Meeting's Agenda - None.

9. Upcoming Meetings/Events

A. Library Board of Trustees –Wed., Oct. 9, 2019 - 7 PM – Brooks Free Library

B. Trustees Annual Meeting with Board of Selectmen –Oct. 28 - 6:30 PM, Griffin Room, Town Hall

10. Adjournment

Motion to adjourn at 7:52 pm (m: Joan McCarty, s: Jeannie Wheeler). The motion passed unanimously.

Respectfully submitted,

Virginia A. Hewitt  
Library Director

Library Director's Report  
October 2, 2019

Rogers Groups Conservation Project

We received one quote in response to our Request for Quotes (RFQ) for the Community Preservation Act funded project for conservation treatment on 23 Rogers Groups sculptures. The quote from Skylight Studios is below the amount of available funds (\$19850) and complies with all the specifications in our RFQ. I have awarded the contract to Robert Shure/Skylight Studios Inc. of Woburn MA for \$19,580 with an effective date of November 1<sup>st</sup>. Mr. Shure and his associate both have Masters in Fine Arts in Sculpture and were very highly recommended.

Skylight Studios will arrange for a fine arts transportation company to pack and transport the 23 sculptures to their studio and to return them at the completion of the project, estimated to be 10 months after they receive the sculptures.

Capital Outlay Plan submission

As discussed, I submitted the Library's projects for the FY21-27 Capital Plan, moving the \$40,000 for interior renovation plans from FY21 to FY22 and making no change to the FY24 project of \$150,000 for the interior renovations. We have been scheduled to meet with the Capital Outlay Committee on Oct. 8<sup>th</sup> at 4 pm at Town Hall.

Sight Loss Services annual meeting

Our Assistive Technology Coordinator, Carla Burke, will be the featured speaker at Sight Loss Services' annual dinner on Sunday, October 6<sup>th</sup>. Carla will talk about our VITAL program and collaborative efforts between the Library and Sight Loss Services. Several representatives of the Library will also attend.

Automatic Renewal of Items:

The CLAMS consortium will be implementing an upgrade to our automated system this month (date still to be determined). One of the enhancements in this upgrade is the automatic renewal of checked out items. At the CLAMS Membership meeting on 9.18.19 the directors of member libraries voted to implement the automatic renewal of loans when it becomes available. Items will not renew automatically if there are holds on them. Patrons will continue to accrue fines on items that can't be automatically renewed and will be billed for items not returned. The CLAMS staff will have to do some work on loan rules after the upgrade so we don't have a date yet for when this change will be implemented.

Automatic renewal of loans is not the same thing as going fine free but it will greatly reduce the amount of fines collected. This change will level the playing field for patrons who are not tech savvy or have limited access to technology and aren't able to take advantage of text and email courtesy notices to avoid incurring late fines.

CLAMS will send out information with the specifics on procedures, changes to courtesy notices, etc., prior to implementation. We will put out publicity and inform patrons about Auto-Renewal once we have that information and a definite start date.

### Disaster Response Pocket Plan

I have updated the Library's Disaster Response Pocket Plan and will distribute copies at your meeting.

### Emergency Preparedness and Response Program

Barnstable County Emergency Management Director Sean O'Brien gave an excellent presentation at the Library on Monday, Sept. 23<sup>rd</sup>, explaining the role of the county's Regional Emergency Planning Committee and the role of the Multi-Agency Coordination Center in coordinating response and resources between towns and serving as the liaison for Cape and Islands towns and the Mass. Emergency Management Agency during extreme weather or other emergencies. The audience was smaller than expected, but those that were present found it very useful.

### Update on the FY20 State Aid Financial Report (FY19 Data)

I have received the Financial Report from the Chase Library and expect to receive the report from the Harwich Port Library this week. I will then prepare and submit the Compiled Compliance Report documenting that the Town of Harwich has met the Municipal Appropriation Requirement and other certification requirements (open hours, spending on library materials, employing a certified librarian, etc.) prior to the Oct. 18<sup>th</sup> deadline.

### Upcoming Meeting Dates and Financial Deadlines

- 10.28.19 – Trustees Annual Meeting with Board of Selectmen, 6:30 PM, Town Hall
- 11.13.19 – Trustees Monthly Meeting
- 11.29.19 - Dept. FY21 budget requests and Warrant articles due to Town Administrator

Respectfully submitted,

Virginia A. Hewitt  
Library Director

## FY20 Budget Balances

10/1/2019

AREA OF EXPENDITURE	Appropriated Amt	Spent	Remaining Balance	Percent Spent
Advertising	\$160.00	\$0.00	\$160.00	0%
Dues, Subs & Travel	\$3,600.00	\$608.28	\$2,991.72	17%
Educational Supplies	\$155,750.00	\$45,965.61	\$109,784.39	30%
Electric	\$34,125.00	\$7,576.99	\$26,548.01	22%
Employee Fringe Benefits	\$280.00	\$0.00	\$280.00	0%
Gas	\$13,806.00	\$120.46	\$13,685.54	1%
Library Supplies	\$13,000.00	\$3,303.32	\$9,696.68	25%
Maintenance & Repair	\$5,700.00	\$927.84	\$4,772.16	16%
Office Supplies	\$5,650.00	\$939.01	\$4,710.99	17%
Professional & Tech	\$49,275.00	\$42,057.61	\$7,217.39	85%
Water	\$1,026.00	\$0.00	\$1,026.00	0%
Total Library Expenses	\$282,372.00	\$101,499.12	\$180,872.88	36%
Wages & Salaries	\$713,111.21	\$175,623.80	\$537,487.41	25%
<b>TOTAL</b>	<b>\$995,483.21</b>	<b>\$277,122.92</b>	<b>\$718,360.29</b>	<b>28%</b>

Assistant Director's Report

10/3/2019

Staff Reading Challenge: Please consider joining the library staff in reading the Libraries Transform book pick. The October selection is After the Flood and will be available in digital format via OverDrive. It will be available with no waitlist from Oct. 7th-21st. If you don't have a device on which to read digital content we can loan you one.

Staff Check-ins: Staff Librarian Emily Carta and I have made a point to meet one-on-one with each staff member to do a post-summer interview. In these meetings, we have been discussing what policies and procedures worked well this past summer and which may need some tweaking the coming months. We are also using staff feedback and self-critiques to decide what training needs to schedule in the coming months. We will be following up with staff next month with a one on one skills assessment before commencing with any group trainings. We hope to make these one-on-one/small group meetings a quarterly event as we suspect that more frequent meetings, trainings and goal setting will be beneficial to all.

November Programs: Reference Librarian Jennifer Pickett and I have asked local meteorologist Phil Burt to come and present a program on tornados in november. He will be speaking on Thursday, November 14th at 6pm. The week following that program we will be hosting a Climate Conversation on preparing for and responding to weather disasters.

Music Series: Our annual music series kicks off on October 26th with local musician Tim Sweeney. Tehg series will take place on the 4th Saturday of each month at 4pm with the exception of November and December when we will host a special musical event on 12/7 for Christmas in the Harwiches.

Programming Committee: On Wednesday, September 25th I attended the first Programming Roundtable, a special group created by CLAMS to connect that staff at member libraries who are responsible for programming. We discussed the goals of the group and planned upcoming meetings and special events such as a Performer Showcase which will invite as many potential presenters as possible to come and share their programs with the group.

Friends Appreciation Week: October 20th through 26th is designated by the American Library Association as Friends of the Library Appreciation Week. The staff and I have planned a few surprises for both our Friends Board and the many Friends members who volunteer here at the library.

Respectfully submitted,  
Emily Milan  
Assistant Director

Youth Services Report  
October 1, 2019

Harwich Elementary School

I have begun weekly visits to the Harwich Elementary school where I will be regularly visiting over twenty classrooms throughout the school year. For preschool classes we do a brief storytime activity. For the older students we read a picture book and then I book talk up to five books that are left in the classroom for students to read until my next visit. For the first half of the school year we will be doing a Mock Caldecott, where the picture book I read to the class is a contender for this annual award. We discuss why the book might or might not win, and then vote on all of the books in January just in advance of the actual Caldecott award announcement.

Update on Afterschool Programs

Our after school programs are off to a great start. We have had excellent attendance at our Middle School Maker program and at both the elementary and middle school levels of the HJT Theater Exploration. We have begun a Destination Imagination team with homeschooled students that is off to an excellent start.

Upcoming Events for October

We have two special events planned for October. We will have a Royal Party on October 12th. Aimed at younger children, we will play princess and prince themed games, make sparkly crafts, and decorate cookies. Our second October event is the annual Halloween Parade. Toddlers and preschoolers will come to the library dressed in their costumes. After a brief Halloween themed storytime we will march over to the Town Hall to trick or treat with the Town Hall employees.

Respectfully submitted,

Ann Carpenter  
Youth Services Librarian

Staff Librarian Report  
October 3, 2019

Farmer's Market & Local Author Collection

We have recently wrapped up our pop-up library at the Harwich Farmers' Market. Our numbers this year were up from last year. We had a total of one hundred and sixty-five unique patrons stop by our table to interact with our items and staff. Thirty-eight items were checked out, three cards were renewed, and one hundred and nineteen reference questions were answered. We were at the market at total of eleven times.

Our Local Author Collection is now fully up and running. I have started to receive new submissions and will continue to push PR about this collection. Authors included in the collection will be part of future programming as we develop a Local Author Showcase.

Slack

In an effort to foster more inter-department communication I have been investigating the use of a team messaging app. After researching various platforms I settled on Slack, a cloud-based product that functions as a collaboration hub. With the assistance of Senior Library Technician Jamie Thornton I began testing Slack and setting up a workspace to fit the needs of the library. Slack divides conversations up into three areas: channels, direct messages, and threads. Channels are useful for broader communication between all members of a single department, while threads allow participants to keep track of the origin point of a conversation.

It is my hope that incorporating Slack into our workflow will supplement the communication devices we already have in place, and build an even stronger sense of community between departments and staff. I will continue to work with Jamie to create a training session outline as we roll out Slack. I have already shared the workspace with full-time library staff who are also involved in testing at this stage. On a final note, we recently qualified for the non-profit tier of Slack which offers free access to their Standard product. This will allow us to integrate more applications to Slack, and maintain an archive of all conversations.

Volunteer Schedule

I am currently working on creating a set schedule for our volunteers. In the current schedule there are pockets of overlap which this summer led to small instances of conflict between volunteers. By creating a set schedule with more clearly assigned tasks I am hoping to eliminate these instances, and more equally distribute the workload throughout the day.

Respectfully submitted,

Emily Carta