

Brooks Free Library Board of Trustees

Wed., Sept. 11, 2019

Thornton Room, Brooks Free Library
739 Main St., Harwich MA 02645

Agenda

1. Call to Order/Attendance
2. Approval of Minutes of June 19, 2019 and Aug. 14 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:
7. New Business:
 - A. Vote to Accept Donations
8. Trustee Reports and Requests for Next Meeting's Agenda
9. Upcoming Meetings/Events
 - A. Meeting with Capital Outlay Committee re: FY20-26 Capital Plan projects Sept. 26, 2019- 4 pm Town Hall (meeting room not yet posted)
 - B. Library Board of Trustees –Wed., Oct. 9, 2019 - 7 PM – Brooks Free Library
 - C. Trustees Annual Meeting with Board of Selectmen – 6:30 PM, Griffin Room, Town Hall
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, and the Library website, 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"*

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., June 19, 2019

1st Floor, 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 7:01 p.m. In attendance were Selectman Liaison Stephen Ford, Bernadette Waystack, JoAnne Brown, Joan McCarty, Jeannie Wheeler, Library Director Ginny Hewitt, and Assistant Director Emily Milan. Bill Crowell and Kathleen Remillard were absent.
2. Reorganization of the Board: JoAnne Brown made a motion to organize the Board as follows: Mary Warde, Chair; Joan McCarty, Vice Chair, Bill Crowell, Treasurer; Kathleen Remillard, Corresponding Secretary; Jeannie Wheeler and JoAnne Brown, Building and Grounds, Bernadette Waystack, Member. Jeannie Wheeler seconded and the motion passed unanimously.
3. Approval of Minutes of May 13, 2019: Joan McCarty made a motion to accept the minutes of the May 13, 2019 meeting, as written. Jeannie Wheeler seconded and the motion passed unanimously.
4. Public Comment: No public comment was made.
5. Reports:
 - A. Chairman: No report at this time.
 - B. Library Director: In addition to her written report, Ms. Hewitt mentioned recent changes to the procurement process as discussed at a Department Head meeting. The Board also discussed the ongoing reconciliation of the Lang Fund. Recent updates from Town Finance Director Carol Coppola indicated that invoices were coded correctly, and our payments were properly authorized, processed and submitted. The issue instead results from a lack of awareness, after several turnovers in the Treasurer's position, that additional action was required to transfer Lang Fund monies from the bank to the Town's General Fund. We did not have access to information that would indicate transfers were not occurring. Going forward the Town will standardize transfer procedures and schedules and will provide written reports. We also now have access to this information in MUNIS.
 - C. Building & Grounds Committee: Will report on upcoming event under "Plans for Community Event".
 - D. Liaison from Board of Selectmen: Mr. Ford expressed his excitement at attending the meeting and offered any assistance the Board may need in the future.
 - E. Friends of Brooks Free Library: No report at this time.
6. Correspondence: No correspondence was received.
7. Old Business:
 - A. Plans for Community Event, thanking our Town and Community for Funds for Exterior Preservation Project: The committee is planning an event for Saturday June 29th from 2-4 pm. The public is invited to attend a celebration of the completion of the exterior preservation project, during which Chair Warde will say a few words and refreshments will be provided. Invitations have been sent to local committees and individuals, and the event was announced at the most recent Board of Selectmen's meeting.
 - B. Update on inquiry re: interest in Rogers Group statue: Ms. Hewitt reported that the owner of wrote back to acknowledge the Board's decision not to purchase the statue due to a lack of funds for such purchases. The owner may be willing to donate the

statue if the library could arrange transportation of the piece and provide appropriate donation documentation.

8. New Business:

- A. New Town Insurance Requirements for Vendors for Goods and Service Contracts: As reported in Ms. Hewitt's written report, we have outlined several questions regarding the new requirements and are awaiting a response from the Town Administrator.
- B. Vote to Accept Donations: No donations at this time.
- C. Library Director annual performance evaluation: Chair Warde thanked the Board members for submitting their evaluations and indicated that she will meet with Ms. Hewitt before the end of the month.

8. Trustee Reports and Requests for Next Meeting's Agenda: Chair Warde requested that an update on the Long Range Planning process be added to future agendas. She also indicated a desire to update the evaluation form, the Board of Trustees by-laws, and begin discussion on the need for a contract for the Library Director.

9. Upcoming Meetings/Events

- A. Library Board of Trustees –Wed., July 10, 2019 - 7 PM – Brooks Free Library

10. Adjournment: There being no further business JoAnne Brown made a motion to adjourn, Jeannie Wheeler seconded and the chair adjourned the meeting at 8:07 p.m.

Respectfully Submitted,

Emily Milan

Brooks Free Library Board of Trustees

Wed., Aug. 14, 2019

Thornton Room, Brooks Free Library
739 Main St., Harwich MA 02645

DRAFT Minutes

1. Call to Order/Attendance

Chairman Mary Warde called the meeting to order at 7:05 pm. Trustees JoAnne Brown, William Crowell, Joan McCarty, Kathleen Remillard, Bernadette Waystack, Jeannie Wheeler and Library Director Virginia Hewitt were in attendance.

2. Reorganization of the Board

This item was inadvertently left on the Agenda from the prior meeting on June 19, 2019 when the Board reorganized. No action was taken.

3. Approval of Minutes of June 19, 2019

Approval of Minutes was deferred until the next meeting to correct typographical errors.

4. Public Comment

No members of the public were present.

5. Reports:

A. Chair

Mary Warde discussed the Director's FY20 goals, noting that the Trustees may re-evaluate and change the goals at any point during the year if other priorities arise. Copies were distributed.

The Capital Plan and CPC submission deadlines were briefly discussed. It was noted that the only project the Library has on the Capital Plan that is the responsibility of the Library is the project for interior modifications. Facilities projects for the Library, such as replacement of the roof, boiler system upgrades, etc. are the responsibility of the Dept. of Public Works' Facilities Division so they submit Capital Plan and other funding requests and oversee the projects when funded. No new submissions are proposed for the Capital Plan or for CPC funding.

B. Library Director

The Director reviewed her report and provided the following additional information:

- FY20 ARIS report, which contains information on Library services for FY19, is complete and has been submitted to the Mass. Board of Library Commissions. The Director distributed a statistics spreadsheet for Library operations and services. She noted that the historic Town Reports from 1866 through 2017, digitized by the Digital Commonwealth and now posted online, were viewed 2928 times in the first six months they were available (Jan. to June 2019). She also noted the image edition of the Cape Cod Times available through our Newsbank subscription since Jan. 2019, has also been extremely popular, with 7386 documents viewed compared to 1000-2000 views for the full year in prior years.
- The July 23rd tornado and Library response The Library Director emphasized how staff members responded exceptionally well, ensuring a calm and secure environment during the tornado itself, where patrons in our meeting room did not realize a tornado was passing very close to us. Several Trustees mentioned compliments they've received from the public about the Library opening additional hours and that

they appreciated information they received on the status of recovery efforts from the Library's social media updates. The failure of the Town phone system for days, which includes the Library, was also discussed and the concern that created since fire and security alarms would not be conveyed to Public Safety so they could respond. The lack of information from the Town made it difficult to inform the public and respond to their questions. The Library Director noted an Emergency Management Team after-action meeting was scheduled to meet the next morning and she indicated she would relay those concerns.

- Strategic Plan - The Library Director noted that the volume of summer activity has hindered the staff's ability to move forward but they'll gather and share information on suggested planning models and revised state requirements with the steering committee. The committee is not expected to meet until the fall.
- Cranberry Festival - The Library Director reported that now that Cranberry Festival has moved from Brooks Park to the Community Center she was not requesting that the Library be closed on Sat. Sept. 14th. Based on our experience last year we do not expect the same parking problems where drivers would block others in, etc. that lead to the Library being closed on that Saturday. Many people will avoid Harwich Center that day due to traffic concerns so we expect the volume of activity to be lower than a normal Saturday, but the Library will be open.
- Rogers groups project -New town procurement procedures require review by Assistant Town Administrator and Town Engineer before solicitation of quotes. A backlog exists and the Library Director reported she has not had time this summer to finalize the professional certification requirements for the conservator before submitting the solicitation for review.
- The Library Director reported on potential staffing changes as several staff members have indicated they may relocate in the coming year. She expects to spend some time reviewing the organizational structure/allocation of duties and responsibilities to positions this fall to be prepared for these potential openings.
- Flash drives were distributed to Trustees containing all approved policies as well as other information such as the current Organization Chart, guidance from the Mass. Board of Library Commissioners for Library Trustees, etc.

C. Building & Grounds Committee

The Building and Grounds Co-chairs JoAnne Brown and Jeannie Wheeler discussed the June 30th Preservation Celebration, which was extremely successful. They were presented with arrangements of house plants as a token of appreciation for their work advocating for this project. Board members noted how fortunate we were that scaffolding was not still up around the building when the tornado occurred as the building surely would have sustained damage.

D. Liaison from Board of Selectmen - no report

E. Friends of Brooks Free Library - no report

6. Correspondence - none

7. Old Business:

- A. Update on Strategic Plan - The steering committee will not meet until the fall.

- B. Update on Town Insurance Requirements for Goods and Service Contracts - No new information has been provided in response to concerns raised.

8. New Business:

- A. Review of actions taken during July 23, 2019 Tornado Emergency and discussion re: role of Library in response and recovery - The Trustees did not have additional concerns or questions beyond what had already been discussed.
- B. Vote to Accept Donations - The Board was very appreciative of this generous donation which was deposited into the Library's Gift Account.

Motion: To accept the gift of \$5000 from the estate of Daris E. Keeler (M: Joan McCarty, s: Jeannie Wheeler. Unanimously approved.

- C. Vote to designate Trustees with Signing Authority

Motion: To designate the Joan McCarty, Jeannie Wheeler, JoAnne Brown and Mary Warde to sign payroll, invoices and personnel actions for FY20 with the proviso that if none of these Trustees are available any Trustee may sign. (m: JoAnne Brown, s: Jeannie Wheeler) Approved unanimously.

- D. Request for FY20 Meeting Room Use - The Board reviewed the Meeting Room request from the Cape Cod Viewfinders to meet on the first and third Wednesday evenings of the month and several additional dates.

Motion: to approve the use of the Meeting Room by the Cape Cod Viewfinders as specified in their written application. (m: Bernadette Waystack, s: Jeannie Wheeler. Unanimously approved.

- 8. Trustee Williams Crowell left the meeting at 7:58 pm.
- 9. Trustee Reports and Requests for Next Meeting's Agenda - None.
- 10. Upcoming Meetings/Events

The Selectmen's Annual Meeting with Non-Resident Taxpayers - Mon. August 12, 2019, 6:30 PM at Town Hall occurred before Trustees meeting. Trustees were reminded of the next two meeting dates on Sept. 11 and October 9th at 7 pm.

- 10. Adjournment

Motion to adjourn (m: Joan McCarty, s: JoAnne Brown) Unanimously approved. The meeting adjourned at 8:07 pm.

Respectfully submitted,

Virginia A. Hewitt

Library Director's Report

August 8 2019

FY20 State Aid Financial Report (FY19 Data)

I completed the State Aid Financial Report and Compliance Report for Brooks Free Library (FY19 data) and submitted it on Sept. 3, 2019. This is one of two annual reports to the Mass. Board of Library Commissioners required for the Town to be certified and eligible for State Aid to Libraries funds. The second part of the financial report is a Compiled Compliance Report for the three multiple independent libraries in town. I will complete that once the two independent libraries, Chase Library and Harwich Port Library, have completed their Financial Reports (deadline Oct. 4th.) The Compiled Compliance Report for the Town is what documents that Town has met the Municipal Appropriation Requirement and other certification requirements (open hours, spending on library materials, employing a certified librarian, etc.). The Compiled Compliance Report is due Oct. 18th.

Rogers Groups Conservation Treatment Project

I completed the draft Request for Quotes and proposed contract this month and had them reviewed and approved by Town Procurement Team (Asst. Town Administrator and Town Engineer). I sent Request for Quotes to five conservators on Aug. 25th. Responses are due by 2 pm on Friday, Sept. 20th. A site visit for any conservators wishing to see the sculptures in person prior to submission of their quote has been set for 11 am on Sept. 12, 2019.

Bi-annual Report to CPC

I submitted a status report to the Community Preservation Committee on the status of open projects for their Sept. 12th meeting, which I am unable to attend.

- The Exterior Preservation Project, managed by the Dept. of Public Works, has been completed and all invoices have been paid. Remaining funds will be returned to the Community Preservation Committee's account. The total appropriated in the 3 articles for this project was \$879,000. \$772,240 was expended and \$106,706 was returned to the CPC.
- The Preservation and Digitization of the Harwich Oracle project is complete. \$10,360 in CPA funds were appropriated and spent. There are no funds to return to CPC.
- The conservation of the Rogers Groups statues, as noted above, is in process.

The Committee will advise us if they would like an in-person report at their Oct. 10th meeting.

State-wide Resiliency Forum

Next week I will be participating in a panel discussion on responding to community-wide disasters at the "Resiliency Symposium for Cultural Institutions" sponsored by COSTEP. We have been asked to share our experience in the recent tornado and actions and advocacy steps

we've taken to ensure we have the resources needed to be ready to assist the community in the aftermath of a disaster. A flyer for the symposium is included in your packets.

2020 Census Complete Count Committee

This is the first Census to be primarily conducted online, so public libraries will be more involved than ever before, assisting community members who do not have Internet access at home or lack the technology skills to find and navigate the response site. The American Library Association has stressed the need for public libraries to be informed about the process and to be involved in planning efforts. After participating in a webinar about the 2020 Census last month I reached out to Cape Cod Commission Executive Director Kristy Senatori, who is chairing Barnstable County's Complete Count Committee and have been invited to their first meeting/training session on Sept. 11th at Barnstable Town Hall.

Reception for President Tavares:

On August 28th I attended the reception for President Francisco Walter Tavares, the mayor of the island of Brava, in Cape Verde, sponsored by the Cape Verdean Oral History project team. It was a wonderful community event, recognizing and celebrating the Cape Verdean heritage of our many members of our community and the ties between our two nations. We plan to continue to assist the Cape Verdean Oral History Project and hope to collaborate with them on additional programs at Library.

Capital Plan submissions

As mentioned last month, new projects and re-submissions of projects already on the Capital Plan are due Sept. 20th. The Library currently has two items on the Capital Plan related to interior modifications - \$40,000 for FY21 for an assessment/preparation of plans and \$150,000 in FY24 for the work. I plan to request that the \$40,000 be moved to FY22 so that it is closer in time to when the work would be done (2 years in advance rather than 3 years ahead.) This would enable cost estimates to be more accurate and it will also give us time to complete our Strategic Plan, which will include assessing community needs and what other resources and services are available in the community to meet those needs.

Traffic Safety Study of Harwich Center

The Cape Cod Commission study of Harwich Center, scheduled for this summer, has not yet occurred. The Harwich Center Initiative is on hiatus while waiting for the results of this study and the recommendations of the traffic engineers.

Meeting with Chase Library

This month I met with Pattie Tworek, the new President of the Chase Library Association to discuss potential sources for obtaining quotes for historic preservation work they'll be requesting funding to complete. We also discussed their interest in options for providing an automated catalog for their collection and I shared information on the likely costs of membership in an automated consortium. Finally we discussed emergency preparedness. We plan to meet again in the fall and will include a representative from the Harwich Port library if they are interested in participating.

Upcoming Meeting Dates and Financial Deadlines

- 9.20.19 - *Capital Plan submissions due*
- 9.26.19 – *Library Trustees meeting with Capital Outlay Committee, 4 pm at Town Hall*
- 10.1.19 - *New requests for Community Preservation Act funds due (none planned for the Library)*
- 10.9.19 – *Trustees Monthly Meeting - 7 pm*
- 10.19.19 - *Compiled Financial Report for Municipalities with Multiple Independent Libraries due to MBLC*
- 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

9/5/2019

AREA OF EXPENDITURE	Appropriated Amt	Spent	Remaining Balance	Percent Spent
Advertising	\$160.00	\$0.00	\$160.00	0%
Dues, Subs & Travel	\$3,600.00	\$350.00	\$3,250.00	10%
Educational Supplies	\$155,750.00	\$28,605.18	\$127,144.82	18%
Electric	\$34,125.00	\$4,931.15	\$29,193.85	14%
Employee Fringe Benefits	\$280.00	\$0.00	\$280.00	0%
Gas	\$13,806.00	\$76.80	\$13,729.20	1%
Library Supplies	\$13,000.00	\$2,373.31	\$10,626.69	18%
Maintenance & Repair	\$5,700.00	\$927.84	\$4,772.16	16%
Office Supplies	\$5,650.00	\$537.20	\$5,112.80	10%
Professional & Tech	\$49,275.00	\$41,922.61	\$7,352.39	85%
Water	\$1,026.00	\$0.00	\$1,026.00	0%
Total Library Expenses	\$282,372.00	\$79,724.09	\$202,647.91	28%
Wages & Salaries	\$713,111.21	\$110,212.87	\$602,898.34	15%
TOTAL	\$995,483.21	\$189,936.96	\$805,546.25	19%

Youth Services Report
September 3, 2019

Summer Reading Program

The Summer Reading Program has come to an end. We had 326 children ages birth-10 and 108 young people aged 10-18 sign up. Together both age groups read for 4,887 hours. This is the second highest reading hour total we have on record. Our switch to "Maker Kits" as prizes was very well received by students and parents alike. We had a lot of positive feedback about the kits being more engaging than previous prize choices.

We ran 55 programs during the course of the summer, with an attendance of 2,035 people.

Back to School

With the beginning of the school year we have switched gears to our after-school programs. Middle School Makers will return on Tuesdays, the HJT Theater Explorer will return on Mondays for limited 8 week sessions for both elementary and middle school students. Lego Fun will run every Thursday afternoon. We are waiting to hear back from the Monomoy Regional Middle School if our proposal for a community club has had any students sign up for the program. Our homeschooling group has chosen to do Destination Imagination again this year, and will meet weekly to work on our challenge.

I have contacted the Harwich Elementary School to initiate the classroom visits and book talks that was a productive school-community partnership last year. Many teachers have already signed up for this school year, and I anticipate more in the next few days.

Respectfully submitted,
Ann Carpenter
Youth Services Librarian



COSTEP MA

Coordinated Statewide
Emergency Preparedness

AN EMERGENCY MANAGEMENT PARTNER FOR CULTURAL RESOURCES

Resiliency Symposium for Cultural Institutions

COSTEP MA invites your registration to a special symposium this September 10th on disaster resilience and emergency preparedness for cultural heritage organizations. The event will be hosted by the Massachusetts Emergency Management Agency (MEMA) at their Headquarters in Framingham (400 Worcester Road (Route 9 East), Framingham, MA 01702).

The symposium program includes two exciting panel sessions led by cultural heritage and emergency management professionals, plus short remarks to open and close the day, with a break for lunch (provided) and networking. The event is limited to 50 with the small format intended to promote discussion, ideas, tips, and best practices among all attendees and panelists.

Don't miss this opportunity to learn more about resilience among cultural and emergency management colleagues at a unique venue in the MEMA Operations Room. The symposium coincides with National Preparedness Month and anticipates Climate Preparedness Week. Join the discussion and register today for this FREE event!

Program at-a-glance:

10:00 am – 10:30 am What's next for COSTEP MA?

Led by Co-Chairs Alejandra Dean (Mass. Archives) and Evan Knight (Mass. Board of Library Commissioners)

10:30 am – 12:00 pm Climate Change and Resilience for Cultural Institutions

The physical impacts from climate change are rapidly causing museums, library/archive repositories, and historic properties to change how they care for their collections and facilities. Hear about some current projects and efforts in this area through a panel discussion led by Ben Haavik, Team Leader of Property Care for Historic New England; Rodney Rowland, Director of Facilities and Special Projects, Strawberry Banke Museum; and Matthew Siegal, Conservation Collections Management, Museum of Fine Arts, Boston.

12:00 pm – 12:45 pm Lunch and Networking sponsored by Polygon Document Recovery Services

12:45 pm – 2:00 pm What to Expect in Community-Wide/Large Disasters

Panel with discussion led by Benjamin Hiltunen (MEMA), with Virginia Hewitt (Brooks Free Library, Harwich), Lori Foley (FEMA/Heritage Emergency National Task Force) and Angela Campbell (National Parks Service, Historic Architecture Conservation and Engineering Center). Responses to localized collections emergencies like water leaks are vastly different from those for community-wide disasters. Consider if your institution ever dealt with a major disaster – and what you might do if forced to evacuate the area for days or weeks? Learn tips from peers and emergency management professionals about what your institution can do before, during, and after a large disaster to be better prepared.

2:00 pm – 2:30pm Closing remarks and discussion

Registration is free and limited to 50 attendees, so be sure to register early!