

**Brooks Free Library Board of Trustees**  
**Wed. August 5, 2020 at 7 pm**

This meeting will be held VIA REMOTE PARTICIPATION and recorded for later broadcast. The public can access the meeting online at <https://global.gotomeeting.com/join/590013957>  
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**Agenda**

1. Call to Order/Attendance
2. Vote to Approve Minutes of August 5, 2020
3. Public Comment
4. Reports:
  - A. Chairman
  - B. Library Director
  - C. Building & Grounds Committee
    1. Update on retro-fitting of building for COVID19
  - D. Liaison from Board of Selectmen
5. Correspondence
  - A. Email from Mass. Board of Library Commissioners re: Trustee Orientation sessions
6. Old Business:
  - A. FY21 Budget
  - B. Updates on Phased Resumption of Services - Library Director's Plan for Limited Inside Access for Patrons - discussion and feedback (vote not required)
7. New Business:
  - A. Vote to Accept Donations
  - B. Vote to Declare Items as Surplus
  - C. Plan for disposing of surplus items
8. Trustee Reports and Requests for Next Meeting's Agenda
9. Upcoming Meetings/Events
  - A. Library Board of Trustees – October 7, 2020, November 4, 2020
  - B. Town Meeting - Saturday Sept. 26, 2020 at 10 am at Monomoy Regional High School football stadium with rain date of Sunday, Sept. 27, 2020 at 1 pm
10. Adjournment

Authorized posting officer

Posted by

Virginia A. Hewitt

Brooks Free Library

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.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"*

*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](mailto:brooksfreelibrary@clamsnet.org).*

**Brooks Free Library Board of Trustees**  
**Wed. August 5, 2020 at 7 pm**

This meeting was held VIA REMOTE PARTICIPATION.

**DRAFT Minutes**

1. Call to Order/Attendance: Acting Chair Joan McCarty called the meeting to order at 7:00 p.m. JoAnne Brown, Linda Cebula, William Crowell (arrived at 7:12), Kathleen Remillard, Bernadette Waystack and Jeannie Wheeler were in attendance. Also attending were Library Director Virginia Hewitt and Assistant Director Emily Milan.
2. Approval of Minutes of March 4, 2020, June 18, 2020 and July 1, 2020: JoAnne Brown made a motion to accept the minutes. Bernadette Waystack seconded the motion and a roll call vote was taken and the motion passed. JoAnne Brown, Kathleen Remillard, Bernadette Waystack, Jeannie Wheeler and Joan McCarty voted to accept the minutes. Linda Cebula abstained from the vote due to absence and William Crowell was not in attendance for the vote.
3. Public Comment: none
4. Reports:
  - a. Chair: The acting chair did not have a report.
  - b. Library Director: In addition to her written report Ms. Hewitt reported on the expansion of curbside operations which resulted in the circulation of twice as many items during the month of July as compared to June. Current circulation remains approximately 30-50% higher than neighboring libraries. Ms. Hewitt also complimented the staff on their teamwork and diligent work ethic under difficult circumstances.
  - c. Building & Grounds Committee
    - i. Building Modifications Needed Before Allowing Public Access: Ms. Wheeler reported having recently had a walkthrough of the building to review the modifications currently underway. The work being done will enclose several existing alcoves to create staff workspace that meets current occupancy and social distancing standards set by the Governor. Ms. Wheeler went onto report that acrylic panels will be installed at the public services desk and these panels had to be designed and built to fit existing workspaces and to ensure that they are secure to the work surface rather than utilizing free standing panels. Ms. Wheeler reported that supplies have been purchased and that most of the work will be covered by CARES Act funding. Work should be completed within the month. Furthermore, this project will go a long way to meeting the goals of the interior reconfiguration project which is currently on the Capital Plan. Ms. Brown also reported that there are two remaining outstanding ATM articles as follows : \$25,000 to replace bathroom floors and \$4000 to order a sufficient inventory of carpet tiles. As these ATM Articles are currently under review by the Town, a letter was submitted to the Town Administrator to advise him of the purpose of the article funding and the need to keep the funds in these articles as the work has yet to be completed due to a backlog of facilities work.
  - d. Liaison from Board of Selectmen: none.

5. Correspondence: none.
6. Old Business:

- a. FY21 Budget: Ms. Hewitt reported that Department Heads were asked to review and identify additional budget reductions in preparation for September's Annual Town meeting. Ms. Hewitt identified additional cuts which were distributed via email to the Board and submitted to the Town Administrator via a letter. These budget cuts included a reduction of 36 hours Circulation Assistant hours which would have been used this summer if the library had been operating under normal circumstances. Further cuts included reductions related to staff meetings and professional development, as well as a small reduction to office supplies and library materials. These cuts resulted in an additional budget cut of \$9214 bringing the total cuts to this year's budget to \$26, 689. The next step will include review by town officials. Ms. Hewitt also indicated that there may be further changes to the budget in the weeks to come. Ms.. Waystack advised waiting for a Board vote on proposed budget changes until after the town responds.
- b. Status report on ability to provide curbside pickup service on Saturdays: Ms. Hewitt reported that the custodial vacancy has yet to be filled and there is no date for the resumption of Saturday hours at the library.
- c. Updates on Phased Resumption of Services: In addition to her written report, Ms. Hewitt reported having met with Lower Cape libraries to discuss reopening and indicated that libraries expressed concerns over managing patron behavior under normal summer circumstances and feelings that current circumstances could possibly exacerbate those issues. All libraries involved agreed that it would be prudent to wait until after Labor Day to resume in person services. She also indicated that the curbside model of service requires all hands on deck and fulfillment areas take up most of the public space in the circulation lobby. Offering both in person and curbside service concurrently would be difficult at best. When in person services do resume they will have to alternate with curbside services. Ms. Hewitt shared staff concerns over occupancy issues and patron safety concerns. The general feeling is that going slowly allows us to build trust with the community. She also indicated the possibility of opening a browsing library in the basement to allow some access without disturbing curbside operations. After indicating her agreement with suggestions from the Director, the acting Chair polled the Board regarding reopening the library. Ms. Waystack indicated that she felt the plans need to be guided by safety for all staff and patrons. She further stated that whatever method of service is selected should be the one that allows staff to serve the greatest number of patrons. She indicated that she did not feel that progress was moving too slowly and indicated trust in the Director's choices. Ms. Wheeler agreed with previous statements and indicated that staff are currently doing a great job keeping patrons and staff safe and curbside has been successful. Acting Chair McCarty agreed that current operations are working well and the basement option could be a good next step. Ms. Brown indicated a reluctance to open too fast and reported that she has received positive feedback from the community and that patrons have been pleased with curbside and access to electronic resources. Ms, Remillard expressed appreciation for the abundance of caution being used and for the efficiency and expansion of curbside to include so many hours. She further urged patience under current circumstances. Mr. Crowell asked for clarification on the possibility of a browsing collection in the basement. Ms.

Hewitt reported that it would be similar to the Library in the Lobby and offer a browsing collection to the basement separate from the curbside operations. Mr. Crowell suggested the use of the basement as a transition during inclement weather. Ms. Cebula agreed that the safety of staff and patrons was paramount and cautioned against anything that might create issues impacting the efficiency of current operations.

7. New Business:
  - a. Reorganization of the Board: The slate of officers was nominated as follows JoAnne Brown for Chair, Joan McCarty as Vice Chair, William Crowell for Treasurer, Bernadette Waystack for Secretary, and Jeannie Wheeler for Building and Grounds Committee. William Crowell made a motion to accept the slate of officers as presented. Bernadette Waystack seconded and the motion passed unanimously.
  - b. Acceptance of Donations: Ms. Brown made a motion to accept a donation of \$400 from the Sitkin Family Foundation through the Cornell University Foundation. The motion was seconded by Ms. Wheeler and passed unanimously.
  - c. Draft Trustee Statement regarding Pandemics and Public Health, Natural Disasters and Other Emergencies: Ms. Hewitt presented the statement as documentation of current operational standards. Circumstances change quickly during a pandemic and may require deviation from existing policy. The statement gives the Director flexibility under the current circumstances. After brief discussion, Mr. Crowell made a motion to accept the Statement regarding Pandemics and Public Health dated July 2020. The motion was seconded by Ms. Waystack and passed unanimously.
8. Trustee Reports and Requests for Next Meeting's Agenda: Ms. Wheeler requested an update on trust funds at an upcoming meeting. Mr. Crowell indicated that he would reach out and plan an update for a future meeting.
9. Upcoming Meetings/Events
  - a. Library Board of Trustees – September 2, 2020, October 7, 2020
  - b. Town Meeting - tentatively scheduled for Saturday Sept. 26, 2020 at 10 am at Monomoy Regional High School football stadium with rain date of Sunday, Sept. 27, 2020 at 1 pm.
10. Adjournment: There being no further business Bernadette Waystack made a motion to adjourn. The motion was seconded by Jeannie Wheeler and a roll call vote was taken. All present voted to adjourn and the Acting Chair adjourned the meeting at 8:48 p.m.

Respectfully Submitted,

Emily Milan  
Assistant Director

Library Director's Report  
Board of Trustees Meeting September 2, 2020

Curbside Pickup

- Curbside pickup continues to go well.
- DPW has hired a custodian so the custodial pool is now at full strength. The Library will be included in the schedule of buildings to receive cleaning and disinfection on weekends, which means we should receive the approval of the Health Director to begin providing Saturday appointments. We expect to begin offering Saturday appointments after Labor Day.

Retro-fitting of Building

- The Facilities Manager, Health Director and I met with the Interim Town Administrator on August 11<sup>th</sup> to review the project to enclose several alcoves prior to the application to waive the building permit fees being presented to the Selectmen.
- The Finance Director had previously indicated that the project will be eligible for reimbursement under the CARES Act.
- The Board of Selectmen reviewed and approved the waiver of the building permit fee, approximately \$227.50, except plumbing, gas and electric fees, on August 17<sup>th</sup>.
- The Facilities Dept. of the Dept. of Public Works began work retrofitting the building Aug. 17<sup>th</sup>. It is expected to take 3-4 weeks to complete. The project addresses several needs:
  1. Enclosing three alcoves will provide additional office space so we can meet the distance and occupancy standards for Circulation staff.
    - The Staff Librarian and I will move from the Circulation area into two of the new offices and the Assistant Director will move into my office.
    - This frees up space for Circulation staff currently working in public areas.
    - Once this part of the project is complete we will be able to bring the Circulation staff back into the Circulation Desk area.
  2. We have not been meeting COVID19 occupancy standards with the number of staff working in the Cahoon Room on the 2nd floor. One of the newly enclosed alcoves will provide office space to be used by multiple staff members during the day. This will resolve occupancy problems in the Cahoon Room.
  3. DPW will also be installing acrylic panels at all the public service desks, building frames where needed for stability.

Phased Resumption of Services

Once the retrofitting of the building is complete we will be able to begin allowing some inside access for patrons to browse. Our target date for allowing inside access to the first floor, excluding the picture book room, is the week of Sept. 28<sup>th</sup>. A copy of our plan is included in your packet, with an agenda item for discussion and feedback. The plan is a working document and will be

modified as needed in response to operational issues and conditions in the community. Several other Lower Cape libraries are considering early October openings. No other libraries in our area are currently planning to begin allowing inside browsing any sooner than we will be doing.

### REALM Project

The Institute of Museum and Library Studies (IMLS) is an independent agency of the United States federal government. It's the main source of federal support for libraries and museums within the United States, providing funding to state library agencies, grants, and serving as a lead agency for policy development and research.

To better understand the risks of COVID19 and better protect library patrons and staff members, IMLS has partnered with two other organizations, OCLC and Batelle, to conduct field studies to determine how long the COVID19 virus survives on common library materials and provide information on methods to mitigate exposure. The study, called the REALM (REopening Archives, Libraries, and Museums (REALM) project, began in May.

- When we began curbside service June 1<sup>st</sup>, we followed the Mass. Board of Library Commissioners' recommendation for a 72-hour quarantine for returned materials.
- Based on the June 22nd results of Round 1 testing for the REALM Project we continued the 72-hour quarantine period.
- Results of Round 2, released on July 20, 2020, confirmed a 72-hour quarantine was sufficient for most materials except for the glossy pages of magazines. Circulation of magazines is extremely low when patrons can't browse the shelves so this didn't present a major problem. Staff members were instructed to wear gloves and to set any magazines aside for an additional day of quarantine.
- In mid August we extended our quarantine period to 4 days.
- Round 3 results, released Aug. 18, showed the virus was still detectable on a few less common library materials after 5 days (Talking Book cassettes, hard plastic storage cases and plexiglass.)
- Having separate quarantine times for various types of items does not make sense since a mix of materials is contained in each return bin.
- To err on the side of caution, we have increased the quarantine period to 7 days for returned items and 4 days for items received in delivery.
- REALM studies will continue with further testing rounds into the fall.

### Mobile Assistance Centers for 2020 Census

The response period for the federal Census is ending soon and the Harwich response rate of 47.1% is very low. The response rate for Barnstable County as a whole is also low, at 47.7%, well below the state average (66.7%) and national average (63.9%).

COA Director Emily Mitchell and I had an online meeting with Kathleen Kolva, a Community Partnership Specialist with the Census Bureau, on August 13<sup>th</sup>. To help increase the response rate in Harwich we will be hosting three pop-up Mobile Questionnaire Assistance Centers in September. Community members will be able to visit the assistance center, ask questions about

the Census, and complete their Census response with an enumerator. The Mobile Assistance Centers will be in Harwich on these dates:

Wednesday, Sept. 2 2020	1-4 pm	Brooks Free Library
Wednesday, Sept. 9 2020	1-4 pm	Brooks Free Library
Wednesday, Sept. 16, 2020	1-4 pm	Council on Aging

The mobile assistance centers will be held outside at the Library or, if raining, in our meeting room. No appointments are necessary. Community members can stop by any time to ask questions about the Census or complete their Census response with an enumerator. The assistance center will be held indoors at the COA, by appointment, so that seniors may complete the Census. Residents should call the Council on Aging to schedule an appointment.

### ARIS Report

I'm currently compiling data for the Annual Report and Information Survey (ARIS), one of two annual reports required to be submitted to the Mass. Board of Library Commissioners in order to maintain state library certification. This report covers FY20 holdings, circulation, open hours, staffing and programming. The second report, due in October, is a financial report. I'll provide a copy of this report to you when complete.

### Furniture

The CLAMS consortium is giving up the space it has been renting in Hyannis for the Central Site office since all staff members are working remotely and meetings can be held at member libraries. They offered their furniture to the libraries and we have received 6 small tables that will replace the old study carrels we obtained as surplus from the Eldredge Library in 1998. We also obtained a worktable for one of the new offices and several smaller printer stands.

### Surplus Furniture

A spreadsheet of furniture to declare surplus is attached. These items were offered to other Town departments on Aug. 18<sup>th</sup> and to other CLAMS libraries on Aug. 20<sup>th</sup>. As noted above, the study carrels were surplus when we obtained them in 1998. Laminate strips are peeling and the power cords do not work. The armchairs are in very worn condition, with sagging seats and dirty, threadbare fabric. The stand-up computer stand shown on the list has already found a home at the Centerville Library. A small bookshelf in disrepair and cheap coffee table previously obtained from the Treasure Chest, both with a monetary value significantly less than \$100 each, have already been given to the Centerville Library and Harwich Youth Services Dept so they are not on your list to declare surplus. No Town departments or CLAMS libraries expressed interest in the remaining items. We will continue efforts to find homes for them with local non-profits but if we are unsuccessful they will be given to a DPW for disposal.

### FY21 Budget and Capital Plan

I have no further information to report as of this writing (8.27.20). We have not received any updates on the FY21 budget or on our request to keep the two prior-year articles (\$4000 remaining in ATM14 #23 for carpet tiles and \$25,000 in ATM13 #31 for flooring replacement,)

Respectfully submitted,

Virginia A. Hewitt  
Library Director

BROOKS FREE LIBRARY  
COVID19 PHASED RESUMPTION OF SERVICES

LIMITED INSIDE ACCESS  
"GRAB AND GO" SERVICE  
8.27.20

The Dept. of Public Works is in the process of retro-fitting the building to comply with COVID19 occupancy and distancing requirements. Three alcoves are being enclosed to create additional office space and acrylic panels will be installed at the public service desks. Patrons will not be allowed inside access to the Library until the project is complete.

This plan is a working document, providing a framework for Library operations and services for this phase and moving forward during the COVID19 pandemic. It will be updated as needed in response to operational considerations, directives from public health authorities and guidance from the Mass. Board of Library Commissioners.

Our target date for allowing limited inside access for patrons to browse and check-out materials is the week of Sept. 28th. This will be a "Grab and Go" service where patrons are expected to come in for quick visits to select books, audiobooks and/or movies, and then leave.

- Inside access will begin with access to the first floor, excluding the Doane Room (children's picture book room).
- A smaller collection of picture books and audiobooks will be provided on the main floor of the Library.
- Inside access will initially be two days per week, so that we can continue providing the very popular curbside service the remaining days of the week.
- Patrons will not be allowed on the Mezzanine, second floor or basement at the start of this phase.
- Staff members will retrieve materials for patrons from the children's and parenting collections in the Doane Room and the second floor Non-Fiction collection.
- Newspapers and magazines will not be available during this phase.
- The inside access days will include a mix of morning/afternoon and afternoon/early evening hours.
- Curbside pickup will not be available during inside browsing hours.
- Patrons are asked to not come in to the Library if they are not feeling well.
- Per the Governor's order, use of the elevator is limited to one person/group of household members at one time.



- Patrons are asked to stay to the right on the stairs and to refrain from lingering in the entry lobbies so they do not become congested.
- Patrons are asked to avail themselves of hand sanitizing stations located near the Circulation Desk and around the building.

#### MASKS/FACE COVERINGS AND SOCIAL DISTANCING

- Masks or appropriate face covering must be worn and cover the nose and mouth while inside the Library.
- Adults who cannot wear a mask or face covering for medical reasons or other exemptions provided in the Governor's order will be served through curbside pickup or the Books on Wheels homebound delivery service provided by the Friends of Brooks Free Library.
- Children older than age 7 will need to wear a mask or face covering in the Library.
- Staff members will provide a gentle reminder to patrons whose mask or face covering is not in place.
- Patrons who refuse to comply with mask/face covering, social distancing and occupancy and time limits and other requirements will be asked to leave.

#### STANDARDS OF CONDUCT

- As always, patron behavior must comply with our Standards of Conduct Policy.
- Patrons are expected to be polite and courteous with each other and staff members as many are feeling a great deal of anxiety when in public spaces/serving the public during these trying times.
- Questions on procedures and limitations are welcome, provided they are asked in a courteous manner.
- Rude or aggressive behavior, badgering or harassing staff members because of dissatisfaction with the limitations on services or arguing or attempting to debate whether such measures are necessary will not be tolerated.

#### CIRCULATION ("CHECK-OUT" and "CHECK-IN") PROCEDURES

- There will be no "self pick-up of holds." Staff members at the Circulation Desk will retrieve items on hold and check them out to the patron.
- At least one Self Check station will be available so patrons have a choice of checking out with a staff member or through Self Check

- Patrons will continue to deposit returned items in the exterior book drop before entering the building. No return bins/slots will be available at the Circulation Desk.
- All returned material and items arriving in delivery will continue to be quarantined before being checked in and made available to the next patron or returned to the shelf.

#### OTHER RESTRICTIONS

- All seating will be removed in the public areas.
- A wheelchair is available for those who need it. If used it will be disinfected when returned by the patron.
- No food or drink may be brought into the Library
- A public restroom for adults and another for children and families will be available on the first floor. Patrons should be aware that the Town is complying with state COVID19 requirements that restrooms be cleaned once per day. Additional cleaning and disinfection will not be available. Should conditions in the restroom render them unusable, that restroom will be closed until the next daily cleaning and disinfection.

#### OCCUPANCY AND TIME LIMITS

- The number of patrons allowed inside at one time will be limited to 30, which allows occupancy to remain at or under the 39 allowed by 8 per 1000 SF standard when staff members are included in that count.

(Note: The Governor's current 40% occupancy standard for libraries would allow 68 people in the first floor excluding the Doane Room, but this is deemed too high a concentration in one space for patrons to feel safe and comfortable coming in, especially as people will not be distributed evenly throughout the space.)

- With 30 patrons allowed inside at one time we do not expect a line will not form outside or that a staff member will need to be stationed at the door to count people. Should this turn out to not be the case, we will revise procedures to manage access and those waiting to come in.
- Patrons will be asked to keep their visit to 30 minutes or less.
- Without seating and other activities for patrons to do we do not expect to have a problem with needing to enforce occupancy or time limits.
- A staff member will be assigned to serve as a greeter during the initial weeks, explaining the time and occupancy limits to patrons and what services are and are not available.

#### ACCESS TO OTHER AREAS OF THE BUILDING

- Access will be expanded to other areas of the building in later phases.

#### PROGRAMS

- Book groups, Knit-Lit and other programs will continue to take place remotely.
- To the extent that VITAL instruction and other technology assistance is able to take place it will be conducted remotely.

#### FINES AND PAYMENTS

- Fines will continue to be waived. (Note: Patrons should be aware that fines may show on their account due to the way the automated system works. Fines are automatically waived when the materials are checked in by staff members after the quarantine period.)
- Patrons paying for lost or damaged materials are asked to do so by check or with exact change.

#### ACCESS TO TECHNOLOGY

- One computer will be available on the first floor, by appointment.
- Chromebooks will be available for check-out and will be disinfected (through time or other disinfection method.)
- The Library's wifi service will continue to be available outside the building.
- The fax service, photocopier and scanning station will not be available.

Assistant Director's Report  
August 26, 2020

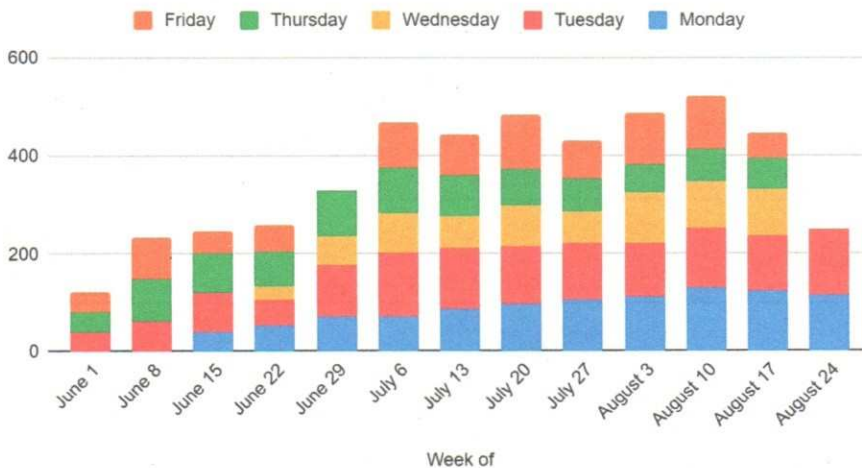
Curbside Operations

No additional changes have been made to curbside operations since my previous report. However, we anticipate the addition of Saturday curbside hours in the weeks to come. This will be a welcome return of weekend services for our working patrons and families. The return of Saturday hours will also drastically improve the workflow at the beginning of the week. The current buildup of materials coming out of quarantine over the weekend leads to a high volume of materials to be processed on Mondays.

Staff continue to work diligently to meet patron needs as efficiently as possible. Our model is as near to on-demand delivery of materials as it can be under the current circumstances. Although I don't have concrete data since we have no tracking mechanism, I can anecdotally report that the vast majority of our daily appointments are same day appointments and a good number of those are on-demand appointments meaning the patron is able to pick up the materials within the hour.

An updated graph of curbside appointments can be found below. Please note that the slight decrease during the week of August 17th is due to an increased quarantine period for returning materials which delayed material availability towards the end of the week as we implemented that change. Finally, the data for the week of August 24th is incomplete and only contains data for Monday and Tuesday. Youth Services Librarian Ann Carpenter spent some time analyzing the data from the past 4.5 weeks and has determined that we have scheduled 2,095 appointments serving approximately 837 unique family units (as often as possible appointments for multiple family members are scheduled as one appointment). About 40% of these appointments were people who only came once during the 4.5 week period while 60% were repeat visitors (minimum of 2 visits and a max of 10 visits).

Curbside pickup appointments at the Brooks Free Library



### Programming

We have begun to work on procedures and practices to provide remote assistance that resembles our Device Advice and Book-a-Librarian programs. This continues to be a work in progress as it is often difficult to determine the root cause of patron issues without the benefit of seeing their device in person. This effort focuses primarily on the use of library resources such as Hoopla and Overdrive.

In anticipation of a continued moratorium on in-person programming later, I have also been working to reschedule and/or postpone fall programs. In lieu of in-person programming, the programming committee is working on cross promoting virtual library programs being offered statewide. One benefit of virtual programming is that our patrons are no longer limited by geography and can virtually attend many interesting programs which are being hosted across the state.

Respectfully Submitted,

Emily Milan  
Assistant Director

**From:** "Deedy, Maura (BLC)" <[maura.deedy@state.ma.us](mailto:maura.deedy@state.ma.us)>  
**Date:** August 26, 2020 at 9:30:02 AM EDT  
**To:** allregions <[allregions@mblc.state.ma.us](mailto:allregions@mblc.state.ma.us)>, "[trustees-announce@mblc.state.ma.us](mailto:trustees-announce@mblc.state.ma.us)" <[trustees-announce@mblc.state.ma.us](mailto:trustees-announce@mblc.state.ma.us)>  
**Subject:** [allregions] registration is now open for the Fall 2020 Trustee Orientations  
**Reply-To:** "Deedy, Maura (BLC)" <[maura.deedy@state.ma.us](mailto:maura.deedy@state.ma.us)>

Hello Everyone:

The Fall 2020 Trustee Orientations are now open for registration. We'll be zooming to you from home offices and dining rooms across the state and hope to see you at one of them.

These sessions are for new library trustees, seasoned board members, municipal officials, and prospective trustees. Trustee Orientations are run by Maura Deedy, Library Advisory Specialist and Rob Favini, Head of Library Advisory & Development, with Liz Babbitt, State Aid Specialist, all MBLC Staff.

These sessions will be updated to reflect the current COVID-19 situation and include information on State Aid and the waiver process.

We will cover board responsibilities, library funding and State Aid, state laws with relevance to libraries, and how to be an effective advocate for libraries. Time is included for questions and answers. Orientations are a great opportunity to meet key staff at MBLC who work with trustees, trustees from across the state, and Commissioners at select orientations.

Wednesday, September 30, 2020 at 10:00am - 12:00pm  
<https://mblc.libcal.com/event/7029116>

Thursday, October 8, 2020 at 6:00pm - 8:00pm  
<https://mblc.libcal.com/event/7029119>

Tuesday, October 13, 2020 at 2:00pm - 4:00pm  
<https://mblc.libcal.com/event/7029126>

Thursday, October 22, 2020 at 6:00pm - 8:00pm  
<https://mblc.libcal.com/event/7029145>

Wednesday, November 11, 2020 at 10:00am - 12:00pm  
<https://mblc.libcal.com/event/7029149>

Please be in touch if you have any questions about our Trustee Orientations.  
Maura

Maura Deedy (she/hers)  
Library Advisory Specialist  
Massachusetts Board of Library Commissioners  
(617) 725-1860 x250

[2020 Census Resource Guide](#)  
[COVID-19 Resources for Libraries](#)  
[mass.gov/mblc](http://mass.gov/mblc)

[allregions@mbic.state.ma.us](mailto:allregions@mbic.state.ma.us) is a statewide discussion list for Massachusetts libraries

To advertise or request free items, please use [freebies@mbic.state.ma.us](mailto:freebies@mbic.state.ma.us).

To Unsubscribe: <mailto:sympa@mbic.state.ma.us>&subject=UNSUBSCRIBE%20allregions

Digest Mode:

To receive a twice-weekly digest of allregions mail:

<mailto:sympa@mbic.state.ma.us>?subject=set%20allregions%20digest

**BROOKS FREE LIBRARY FURNITURE TO DECLARE SURPLUS - 8.25.20**

- 1 6 study carrels - 35" wide x 32" deep x 48" tall (chairs not included)



- 2 2 rose fabric armchairs - 29" wide x 24" deep x 42" tall



closeup of worn fabric



- 3 Standing height computer stand/ sign-in station - 26" wide X 22" deep x 40" tall



- 4 Green armchair - 35" wide x 33" deep x 48" tall



worn fabric on green armchair



- 5 Large rose colored armchair - 34" wide x 31" deep x 46" tall

