

**Brooks Free Library Board of Trustees**

**Wed. August 5, 2020 at 7 pm**

Griffin Room, Town Hall, 732 Main Street, Harwich

This meeting will be held VIA REMOTE PARTICIPATION.

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**Agenda**

1. Call to Order/Attendance
2. Approval of Minutes of March 4, 2020, June 18, 2020 and July 1, 2020
3. Public Comment
4. Reports:
  - A. Chairman
  - B. Library Director
  - C. Building & Grounds Committee
    1. Building Modifications Needed Before Allowing Public Access
  - D. Liaison from Board of Selectmen
5. Correspondence
6. Old Business:
  - A. FY21 Budget
  - B. Status report on ability to provide curbside pickup service on Saturdays
  - C. Updates on Phased Resumption of Services
7. New Business:
  - A. Reorganization of the Board
  - B. Acceptance of Donations
  - C. Draft Trustee Statement regarding Pandemics and Public Health, Natural Disasters and Other Emergencies - discussion and possible vote
8. Trustee Reports and Requests for Next Meeting's Agenda
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

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 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).*

**Brooks Free Library Board of Trustees**  
Wed., March 4, 2020, 7pm  
2nd Floor, Reference Area, 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 7:03 p.m., Kathleen Remillard, Bernadette Waystack, JoAnne Brown, Bill Crowell (7:06 during lib director report), Joan McCarty (arrived at 7:15 during Library Director's report). Also in attendance were Board of Selectmen Liaison Stephen Ford, Library Director Virginia Hewitt, Assistant Director Emily Milan and two members of the public, Linda Cebula and Donna Richardson. Jeannie Wheeler was not in attendance.
2. Approval of Minutes of Jan. 8, 2020: There being a quorum present, Bernadette Waystack made a motion to accept the minutes of January 8, 2020 as written. JoAnne Brown seconded and the motion passed unanimously. Bill Crowell and Joan McCarty were not present for this vote.
3. Public Comment: There was no comment from the public present at this meeting.
4. Reports:
  - A. Chairman- Chair Warde had no formal report for this meeting.
  - B. Library Director- In addition to her written report, Ms. Hewitt discussed potential issues with the upcoming Census and indicated that library staff was meeting with the COA Director to coordinate efforts for census help for residents. Ms. Hewitt also notified the Board that the library website has a COVID-19 information page and plans to increase access to sanitizers for public computers. Ms. Warde indicated that she had a few follow up questions regarding Ms. Hewitt's written report concerning next steps for working on the concern over custodial staffing for the library and the results of the recent staff security training. Ms. Hewitt reported that the security training was quite successful and well received by the staff. Ms. Waystack encouraged continued participation in all staff training days. In regards to the custodial concerns, Ms. Hewitt indicated that custodial staff is managed by Facilities Manager Sean Libby and that this is likely to be an ongoing concern due to staffing shortage in the custodial pool.
  - C. Building & Grounds Committee- Ms. Brown indicated that she will be exploring options for an additional bench on the front porch of the library and will bring a suggestion for next month. There is money remaining from the previous vote of expenditures from the Fial Gift account which can be used for this purchase once a bench is selected.
  - D. Liaison from Board of Selectmen - Mr. Ford provided the Board with an update on the ongoing search for a new Town Administrator. A search committee has been formed and, at the most recent meeting, the Board of Selectmen approved hiring a search firm to assist in the process. In the meantime the Board is confident that the town is well served by the Interim Town Administrator as well as the Acting Assistant Town Administrator and the town is well prepared for the annual town meeting. Mr. Ford also praised Ms. Hewitt for the focus and detail she applied to her proposed budget amendments.
  - E. Friends of Brooks Free Library - none
5. Correspondence: none
6. Old Business:
  - A. FY21 Budget – Ms. Hewitt reviewed the details of the narrative she submitted to the Interim Town Administrator on January 9th in response to the budget message requesting all departments to present a budget with no more than a 2% increase over the previous year's budget. She stated the Interim Town Administrator planned to



inform departments of the budget cuts he was recommending prior to his presentation to the Selectmen but that did not happen, likely due to time constraints. Mr. Powers reduced the Salary and Wages line by \$14475. This would require staffing cuts that would impact open hours, only 1-2 hours a week which would be hard to implement while maintaining some consistency in opening and closing times. The day after the BOS presentation Ginny discussed with Mr. Powers the possibility of reallocating the reductions to other lines rather than taking it all from Salary and Wages. Mr. Powers was in agreement but asked that Ginny speak to the Finance Director. The Finance Director was also in agreement that the proposed changes were sound. Ginny presented a proposal to the Trustees for reallocating the budget reductions. Most of the savings would come from two energy efficiency projects which have just been completed. \$3075 would need to come from Salary and Wages. After discussion by the Trustees, Bernadette Waystack made a motion to approve the proposed reductions made by the Library Director and to submit a letter from the Board of Trustees to the Selectmen and Finance Committee dated 3/4/2020 outlining total reduction of \$14475 from budget. Joan McCarty seconded the motion, which was approved unanimously. The letter documenting the Trustees vote will be presented to the Selectmen and Finance Committee at our budget hearing with them on Saturday, March 7, 2020.

7. New Business:

- A. Potential change of regular meeting date – The Board discussed the possibility of adjusting the meeting time for next fiscal year. The current practice is to meet on the 2nd Wednesday evening of each month. The Chair conducted an informal poll to see if current Board members would be available to meet on either the 1st or 3rd Wednesday and the general consensus of those present was a preference for the 1st Wednesday. Ms. Waystack made a motion to change the monthly Board meeting from the 2nd Wednesday to 1st Wednesday, beginning with the June 2020 meeting. Ms. McCarty second and the motion passed with one abstention from Ms. Warde who will not be running for re-election.
  - B. Review of updated job description for Library Executive Assistant – The Board reviewed changes to the Library Executive Assistant job description. Discussion among Board members indicated their feelings that the new description better matched the expectations of the job and the tasks specific to an executive assistant working in the library. Ms. Warde appreciated the detail given to the job description, noting that it was robust and comprehensive. Ms. Waystack made a motion to approve the newly revised Library Executive Assistant Job description. Ms. McCarty seconded and the motion passed unanimously.
  - C. Vote to Accept Donations: Ms. Brown made a motion to accept donations in the amount of \$660 into the library gift account. Ms. McCarty seconded and the motion passed unanimously.
  - D. Annual requirement to acknowledge receipt of Summary of Conflict of Interest Law - Ms. Warde indicated that all Board members had signed the required acknowledgement and the form was given to Ms. Hewitt to submit.
8. Trustee Reports and Requests for Next Meeting's Agenda- There were no additional reports at this meeting.
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 - There being no further discussion Ms. Waystack made a motion to adjourn the meeting. Ms. McCarty seconded and the vote was unanimous. Ms. Warde adjourned the meeting at 8:15 p.m.

Respectfully Submitted,

Emily Milan

Assistant Director



**Brooks Free Library Board of Trustees**  
**Thur., June 18, 2020 at 7 pm**  
Griffin Room, Town Hall, 732 Main Street, Harwich  
This meeting was held VIA REMOTE PARTICIPATION.

**DRAFT MINUTES**

1. Call to Order/Attendance: This meeting was conducted by remote participation, The Chair called the meeting to order at 7:05 p.m. The Library Director read the standard Town guidance regarding remote participation meetings during the pandemic:

"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 limitation 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 shown live on Channel 18 and on the Channel 18 website. It is also recorded and will be shown on Channel 18 and available on demand on Channel 18's website and YouTube."

In attendance were Chair Mary Warde, Bernadette Waystack, Joan McCarty, JoAnne Brown, Jeannie Wheeler and Bill Crowell. Director Ginny Hewitt and Assistant Director Emily Milan were also present. Kathleen Remillard was unable to join the online meeting.

2. Approval of Minutes of Wed. March 4, 2020: Approval of the March 2020 minutes was deferred to the July meeting.
3. Public Comment- There was no public comment at this meeting.
4. Reports:
  - A. Chairman- The Chair reported that this would be her final meeting on the Board. Bill Crowell made a point of order stating that Chair Warde should be proud of her service to the library and that she would be missed.
  - B. Library Director- In addition to her written report, Director Hewitt indicated that the Town would not authorize the Library to provide curbside pickup service on Saturdays since they could not provide the required daily disinfection of the workplace on the weekend. She indicated the Town was working on a plan to provide disinfection services to Town buildings on weekends but if that did not occur or the Library was not included in weekend services she would seek assistance from the Trustees in raising this concern. The consensus of the Board was that it was very important to have services on Saturdays so the Library can serve residents who work during the week. Joan McCarty asked the Director if staff would be receiving a cost of living adjustment at the start of the new fiscal year. Ms. Hewitt indicated that the Harwich Employees Association contract expires on June 30, 2020 and since a new contract had not yet been approved there would not be a cost of living adjustment for HEA staff members or those covered by the Personnel ByLaw. Normal step increases and longevity payment would be allowed.
  - C. Building & Grounds Committee- There were no reports for the committee members at this time. However, Ms. Hewitt did indicate that the Town had recently completed some work on the exterior of the building, replacing rotten wood and repainting columns adjacent to the rear entrance of the building.
  - D. Liaison from Board of Selectmen- The liaison was not present to report any updates from the Town.
5. Correspondence- There was no correspondence.
6. Old Business:



- A. FY21 Budget update- Ms. Hewitt reported that the postponement of this year's annual town meeting will lead to the implementation of a 1/12th budget for the first quarter of FY21. In addition to proposed cuts, Ms. Hewitt does anticipate further budget reductions will be proposed prior to town meeting. Thus library staff charged with collection development will be spending at a reduced level in order to minimize any potential impact of later cuts. Ms. Hewitt also reported that the Town implemented a spending freeze for the last three months of FY20. In June, she submitted a letter requesting approval from the Town Administrator and Finance Director to spend \$5,000 from budgeted funds for materials for the collection. This request was denied but we were authorized to use trust and gift funds for this purpose. She noted if the spending freeze was extended into FY21 she would be seeking the Trustees' assistance as the Library is required to spend 16% of the Town appropriation on library materials to meet state certification standards.
7. New Business:
- A. Curbside Pickup Plan – Ms. Hewitt reported that the curbside phase of the service restoration plan has been going very well. In the first two weeks several hundred patrons have been served.
- B. Phased Resumption of Services Plan - Phase 2 of Massachusetts Phased reopening plan included the option for libraries to provide material pickup from the circulation desk. The guidance indicated that materials must already be checked out prior to the patrons' arrival and that patron and staff interaction should be kept to a minimum. It did not allow for browsing of the collection or any use of public computers. As this guidance does not expand the current offerings of curbside service, many libraries chose not to move their existing service indoors yet. Ms. Hewitt also indicated that, since reopening the library building to staff, the town has not yet reviewed the library's current staff workspace configuration. In order to meet distancing guidelines, many staff workspaces have had to move into public areas and collection spaces in order to provide safe and appropriate distance between staff. When the building does eventually reopen to the public this will have to be addressed. Ms. Hewitt indicated that the use of state aid funds to alleviate space issues may be required in the future.
- C. Library Director annual performance evaluation – The Chair indicated that Ms. Hewitt had submitted her self evaluation. The Chair asked that Trustees submit their feedback and comments regarding Ms. Hewitt's performance in writing to Ms. Warde no later than June 24th.
- D. Reorganization of the Board- The reorganization of the Board was deferred to the July meeting.
8. Trustee Reports and Requests for Next Meeting's Agenda- There were no requests for additions at this time.
9. Upcoming Meetings/Events- Ms. Hewitt reviewed upcoming meetings and events of importance including a graduation parade on Tuesday, June 23 as well as the Town Election on Tuesday, June 30, 2020 from 11 am to 6 pm at the Harwich Community Center. The next meeting of the Board of Trustees will be July 1 - 7 PM.
10. Adjournment - There being no further business, Joan McCarty made a motion to adjourn the meeting. The motion was seconded by Jeannie Wheeler and the Chair adjourned the meeting at 8:11 p.m.

Respectfully Submitted,  
Emily Milan  
Assistant Director



**Brooks Free Library Board of Trustees**

**Wed., July 1, 2020 at 7 pm**

This meeting was held VIA REMOTE PARTICIPATION.

**DRAFT MINUTES**

**TRUSTEES PARTICIPATING:** Joan McCarty, Williams Crowell, Kathleen Remillard, Bernadette Waystack, and Jeannie Wheeler. Elected on June 30, 2020 and not yet sworn in: JoAnne Brown and Linda Cebula

**ALSO PARTICIPATING:** Library Director Virginia Hewitt

**1. CALL TO ORDER:**

Vice Chair Joan McCarty called the meeting to order at 7:03 PM. Ms. Hewitt read the following:

"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 limitation 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."

Ms. McCarty announced that the position of Chair is empty since Mary Warde's term expired yesterday, so she would be running the meeting. She conducted a roll call of meeting participants: Mr. Crowell - Here, Ms. Remillard - Here, Ms. Waystack - Here, Ms. Wheeler - Here. Ms. Brown - present, but has not been sworn in since being re-elected yesterday. Ms. Cebula - present, but has not been sworn in since being elected yesterday. Not having been sworn in yet, Ms. Brown and Ms. Cebula will not be able to vote this evening. Also present: Library Director Virginia Hewitt.

**2. APPROVAL OF THE MINUTES OF MARCH 4, 2020 AND JUNE 18, 2020**

Ms. Hewitt stated the draft minutes of March 4, 2020 were not the final version and needed to be corrected. The March and June 2020 Minutes would be presented for approval at the next meeting.

MOTION: Table Approval of the Minutes of March 4 and June 18, 2020 until the Aug. 5 meeting (m: B. Waystack, s: J. Wheeler.) Roll call vote: B. Crowell - in favor, K. Remillard - in favor, B. Waystack - in favor, J. Wheeler - in favor, J. McCarty - in favor. The motion passed unanimously.

**3. PUBLIC COMMENT**

Ms. McCarty inquired if any members of the public would like to speak. There was no response and it did not appear that any members of the public had joined the meeting online or by phone.

#### 4. REPORTS

##### A. CHAIR:

Ms. McCarty reported that the previous Chair, Mary Warde, had compiled the responses from the Trustees and completed the Library Director's evaluation. She met with Ms. Hewitt on June 29, 2020 to finalize it before her term expired. Copies will be emailed to the Trustees.

##### B. LIBRARY DIRECTOR: Ms. Hewitt reported:

- **CURBSIDE PICKUP:** is going well. We began with more limited service so we could test procedures and have been continually expanding it. We began with 10 patrons per half hour time slot and have increased that to 20. Patrons were originally limited to 5 items per scheduled appointment, that was increased to 10 and is now unlimited. We were originally providing curbside pickup 3 days a week and are now doing all 5 days we are authorized to have staff in the building. At the start of curbside pickup 120 appointments were available per week. We now have 580 slots available. Ms. Hewitt noted that, early on, appointments quickly filled a week and a half in advance. Now we are able to accommodate same day appointments, if early enough in the day, and patrons do not have long waits for their appointments.
- **DELIVERY SERVICE:** the Mass. Library System re-started the Inter-Library Loan delivery service last week. We had over 60 bins waiting for pickup. It's taking some time for the delivery service to clear the backlog but they are making progress. With delivery back in operation, patrons can now place holds on other libraries' items again and they will be sent here. Like returned items, all items coming in, through delivery will be quarantined for 72 hours before they are handled by staff and checked in.
- **VOLUME OF ACTIVITY:** Brooks Free Library has the 2<sup>nd</sup> highest volume of checkouts, just as we do during normal operations. 6,276 of our items were checked out in June and 1,620 patrons were served for curbside pickup.
- **SUMMER READING PROGRAM** is now underway. Young readers can log their reading online and then stop by the curbside-pickup tables for prizes.
- **HISTORIC NEWSPAPERS NOW ONLINE** - The Cape Cod Republican, Harwich Independent and Central Cape Press are all now online, with links from our website. The Cape Cod Five Savings Bank digitized the Cape Cod Republican years ago and Community Preservation Act funds were used to digitize the other two newspapers in recent years, but patrons had to come into the Library to access them. In December we contracted with a company to create one unified search interface to make it easier for patrons to search. The project was finished recently and we are paying a nominal fee for the vendor to host those files. Links have been added to our website.
- **ONLINE USE OF ANNUAL TOWN REPORTS** - We had the entire run of Annual Town Reports digitized by the Digital Commonwealth last year at no cost to the Town. The Reference Librarian estimated approximately 20 people per year would come in to look at these reports in years' past. Now that the content is available online, many more people have access. In FY20 there were 4478 views of the Harwich Town Reports. In the 18 months since they've been available online they have been viewed 7406 times.
- **WEBSITE VIEWS** - Our website was accessed 60,812 times in FY20.



C. BUILDINGS AND GROUNDS:

Ms. Brown reported that the recent improvements to the HVAC have made a big difference. The new energy management system makes it more energy efficient and temperatures around the building are consistent and appropriate.

Ms. Wheeler reported that a large leak in clean water pipes in between the men's and women's restrooms in the basement is still being repaired by the Department of Public Works (DPW) but since the building is not open to the public, having those restrooms closed hasn't been a problem.

Ms. Wheeler also reported that Dana DeCosta and another crew member from DPW did an extensive amount of trimming of bushes and trees on the property few days ago, clearing out where they were touching the building and overhanging the driveway to the upper parking lot. They were here for most of the day and did an excellent job.

D. LIAISON FROM THE BOARD OF SELECTMEN: Mr. Ford was not present.

5. CORRESPONDENCE: None.

6. OLD BUSINESS

A. JULY, AUGUST AND SEPT. MONTHLY BUDGETS (1/12<sup>TH</sup> BUDGETS)

Ms. Hewitt reported the Library has received the July budget. We expect to be able to expend funds on the collection and pay the normal expenses we pay this time of year. She noted that, as discussed at the June meeting, if we are unable to expend funds on the collection she will notify the Trustees so the Board can take action. We are required to spend 16% of our appropriation on materials for the public as one of the provisions to maintain state library certification so we should be able to expend a conservative amount on the collection.

Ms. Hewitt noted that since the fiscal year ended yesterday she doesn't have the final FY20 balances to provide to the Board. Some invoices have yet to come in. Because of the spending freeze at the end of March we expect to return approximately \$50,000 to the general fund.

B. FY21 BUDGET:

Ms. Hewitt reported that we have not yet received any specific information on the FY21 budget or requests to reduce our budget lines. This should be forthcoming as the Town prepares for the Sept. Town Meeting.

C. STATUS REPORT ON ABILITY TO PROVIDE CURBSIDE PICKUP SERVICE ON SATURDAYS

Ms. Hewitt reported we have not yet received authorization from the Health Director to have staff members in the building on Saturday. The Governor's order requires daily disinfection of workplaces in order to have staff in the building and the Town is unable to provide that on weekends. The Town recently contracted with a firm for additional disinfection but that was for outside restrooms at beaches and parks only; not inside Town buildings. The Trustees concurred that it is important for the Library to be able to provide services on Saturday.

D. UPDATES ON PHASED RESUMPTION OF SERVICE - Ms. Hewitt reported:

INSIDE ACCESS FOR PATRONS:

There has been a great deal of interest about when the Library will be able to allow patrons in the building to browse the shelves and select materials. That is prohibited under the Governor's orders for Phase 2 Part 2. Libraries may allow patrons inside during this phase but only to pick up materials that are on hold and have already been checked out to them. It is meant to be a quick transaction. Patrons are not allowed to browse the shelves or to discuss what books are interested in – that's all supposed to happen by phone. The purpose of allowing the inside access in this phase is to accommodate libraries that are not able to provide curbside service or can't do so in inclement weather. Brooks Library is fortunate to have a large overhang by the parking lot entrance that easily accommodates curbside pickup even in inclement weather. Ms. Hewitt noted that the current phase also prohibits any use of public computers or other shared technology. With these restrictions she noted that there is no advantage for patrons in switching to inside pickup and for staff, it increases the amount of disinfection required.

NEXT PHASE OF RE-OPENING MASS.:

Phase 3 of Reopening Mass. is expected to start July 6<sup>th</sup> but no information has been provided by the state on what that entails for libraries. Even when inside access is allowed, we will have to proceed cautiously. Patrons will initially be allowed access to some areas of the building while other areas remain closed. A small number of patrons will be allowed in at one time and time limits on how long patrons may stay. There will be limited use of public computers, likely by appointment.

BUILDING PREPARATIONS:

In terms of building preparations, Ms. Hewitt noted that the Library has received four acrylic panels for public service desks from the Town but will need twice that many for the public service desks and additional barriers for public computers. She has spread staff out, creating workstations on the public floor of the building for staff members who would normally share the same workstation and states we believe we are in compliance with all directives for workplaces. The Town has not yet done any site visits to assess the building for compliance with regulations needed for the staff working in the building. We will need that and will then need them to advise us on occupancy limits, etc., for having the public in the building.

CAPE LIBRARIES' PLANS:

Ms. Hewitt reported that many CLAMS libraries are planning to stay with curbside pickup for most if not all of the summer. It will be difficult to manage patron's behavior and ensure compliance with the restrictions of where patrons can go and what they can do, particularly during the busy summer period when use of the Library doubles. She stated that providing some inside access has not been ruled out this summer but it is unlikely for at least the next month.

NEW BUSINESS

A. REORGANIZATION OF THE BOARD

Ms. McCarty stated that the Board of Trustees typically reorganizes at this meeting but since two newly elected members had not yet been sworn in she suggested waiting until the next meeting, so that all Board members could participate in those votes. Ms.



Waystack concurred, stating newly elected members should have the opportunity to serve as officers.

MOTION: To table the reorganization of the Board to the next meeting. (motion: B. Waystack, second: J. Wheeler) Roll call vote: K. Remillard – in favor, J. Wheeler – in favor, B. Crowell – aye, B. Waystack – aye, and J. McCarty – in favor. The motion passed unanimously.

The Board discussed the practice of designating four Trustees to share responsibility for signing invoices, personnel actions and payroll, with the understanding that if any of the four are not available any Trustee is authorized to sign.

MOTION: To designate Kathleen Remillard, Jeannie Wheeler, Joan McCarty and JoAnne Brown to share responsibility for signing of invoices, personnel actions and payroll. (Motion: B. Waystack, second: B. Crowell). Roll call vote: K. Remillard – aye, J. Wheeler – aye, B. Crowell – aye, B. Waystack – aye, J. McCarty – aye. The motion passed unanimously.

Ms. Hewitt noted that the Town suspended the requirement to have Trustees sign invoices, personnel actions and payroll during the pandemic. Her signature is still required. Documents are scanned and submitted to the Finance Dept. electronically for now. She stated that when we are able to resume having documents signed it is a good practice to resume. The Trustees do have operational authority for the Library and signing invoices, personnel actions and payroll makes that clear.

B. ACCEPTANCE OF DONATIONS: There were no donations this month.

#### 8. TRUSTEE REPORTS AND REQUESTS FOR NEXT MEETING'S AGENDA

Ms. McCarty asked if there were any items the Trustees would like to discuss or request for agenda items or information at next month's meeting.

She reminded the Board that they voted in March to meet on the first Wed. evening of the month at 7 pm. This depend the Town's ability to accommodate the requested meeting time using GoToMeeting. The tentative date for the next meeting is Wed. August 5th at 7 pm.

Mr. Crowell noted that the new fence enclosure around the chiller, which was constructed by DPW, is a big improvement and looks great.

Ms. McCarty once again asked if any members of the public had joined the meeting and wished to make any comments. There was no response.

#### ADJOURNMENT

MOTION: To adjourn. (motion: J. Wheeler, second: B. Waystack). Roll Call vote: B. Waystack – who noted a point of order and thanked the Vice Chair for running the meeting and doing a wonderful job. Other Trustees concurred. In favor of adjournment: B. Waystack – yes, B. Crowell – in favor, K. Remillard – aye, J. Wheeler – aye, J. McCarty – aye. The meeting adjourned at 7:43 and the recording was stopped.

Respectfully submitted,

Virginia A. Hewitt  
Library Director

Library Director's Report  
For Aug 5 2020 Trustees Meeting

updated 8.1.20

#### CURBSIDE PICKUP SERVICE

We have continued to expand on the days and times for curbside appointments this month. More detail is provided in the Assistant Director's Report.

I'm preparing this report on July 31<sup>st</sup> so I don't yet have the final statistics for the month, but through July 30<sup>th</sup> there was a 505 increase in the number of patrons taking advantage of curbside pickup (1619 in June to 2430 month-to-date through July 30<sup>th</sup>), the number of items checked out here increased 62% (3310 in June to 5371 month-to-date through July 30<sup>th</sup>), and the total number of Brooks Free Library items checked out (here and at other CLAMS libraries) increased 70% (6276 in June compared to 10637 month-to-date through July 30<sup>th</sup>). These increases show that community members are becoming more comfortable with borrowing library items during a pandemic since they know we are taking precautions to ensure their safety. Many patrons have expressed their appreciation to us for the careful, cautious manner we have been proceeding. They feel secure borrowing materials knowing that they have been quarantined for the recommended 72 hours before being checked in and made available to other patrons.

#### PHASED RESUMPTION OF SERVICES: INSIDE ACCESS FOR PATRONS

Many in the Mass. library community and at the state library agencies were surprised when the Governor announced that libraries could resume inside access for patrons at the start of Phase 3 on July 6. Many libraries, particularly in the urban and metro areas, were just beginning curbside pickup service at that time. Very few libraries in the state have begun allowing access in the past four weeks. Those that have are generally offering greatly reduced numbers of patrons at one time, lower than the Governor's guidelines would allow, and they are severely limiting where patrons can go in the building and what services they provide.

Sector specific guidance for libraries was added to the state's Re-opening website but some of it contradicts data from national studies on the safe circulation of library materials and some of the input provided by the Mass. Board of Library Commissioners (MBLC) to the state Reopening Task Force was ignored. The MBLC is seeking clarification and will provide new guidance and clarifications as they receive it. Until then they have urged libraries to proceed cautiously and to not open to the public until all necessary safeguards and procedures are in place.

#### Lower and Outer Cape Libraries:

Since your last meeting I organized and held two meetings with the directors of the Lower Cape libraries. None are offering in-person access now and they are unlikely to offer it until September at the earliest. This is consistent with the plans of the four Outer Cape libraries. It is always difficult to manage the double and triple volume of use in July and August, and during COVID19 this would be even more of a challenge. The Lower Cape library directors meetings have proven very useful and we plan to continue to meet regularly.



### Brooks Library Info and Concerns:

Staff members and I have spent a great deal of time researching what other libraries are doing and evaluating the best way to proceed. Operating curbside service is an "all hands on deck" operation. To allow inside access would require dismantling (at least for the days of inside access) what is essentially a fulfillment center operation taking place in the public areas of the first floor. We cannot do both curbside service and in-Library access at the same time, for space reasons and because of manpower needs. When we begin offering inside access we expect to do so several days per week while continuing with curbside pickup the other days.

A major concern of staff members is that, because occupancy would be limited, we would in effect be reducing the amount of public access to materials. Fewer patrons could be served on inside access days. We also want to be sure that patrons feel safe borrowing materials, and we're cognizant of the fact that many patrons may not once the stacks are fully open for browsing. Another concern is the changing conditions in the community, with the uptick in the number of positive cases occurring this summer. Going slowly with re-opening for inside access enables us to better protect patrons and staff while we see if this trend continues or if the increase in cases has served as a reminder to community members not to get lax and case numbers do not continue to increase. Going slowly also allows us to build trust with the community that we are doing everything possible to minimize risk and keep them safe. This is important as doing otherwise would mean decreased use over the longer term as this pandemic will not be over in the next few months.

### Preliminary Inside Access Plans:

At your last meeting I reported on a plan to provide limited inside access to the 1<sup>st</sup> floor except for the Children's Room. Materials would be brought out to the main area of the first floor so children and families will be able to browse a smaller collection of picture books and select some to check out. Since then we are seriously considering an intermediate step of beginning public access by allowing patrons into the Meeting Room where they'll be able to browse a smaller collection and check out materials. This step would require more work on the part of staff members ahead of each "open" browsing day, but it would allow us to contain patrons to one area and limit the areas where disinfection is required. Details remain to be worked out but it seems a good first step that allows patrons some ability to browse and chose materials themselves.

### Disinfection:

A basic consideration in determining when to begin allowing patrons inside the library is the ability to disinfect high touch surfaces during the day. In libraries this is compounded by the fact that, when patrons browse the shelves, they are handling materials that may then need to be quarantined, even if the patron does not check them out. This will be a challenge for libraries.

The Governor's sector specific guidance for libraries repeatedly highlights the need for "frequent disinfection." Actual state requirements, however, are for workplaces is that they be disinfected once per day. Our patrons would certainly assume that disinfection of restrooms and all high touch surfaces is being done more often, but the Town does not have the resources to provide full cleaning and disinfection more than once per day.

The Town has not been fully staffed for custodians in several months. When the vacancy is filled the custodians' schedules will be modified. A number of buildings have never had custodial service and those workplaces will need to be cleaned and disinfected as well. The Library currently has 35 hours of custodial service – Monday through Friday 5 am to 1 pm. We will now receive custodial service Monday through Saturday but daily coverage will be 3 or 4 hours per day, so total hours of service will be reduced to 18 to 24 hours per week. (Note: other buildings may see similar reductions as the same number of custodians must now clean and disinfect workplaces that previously had no custodial service.)

#### Need for Retro-fitting and Building Modifications:

One of the obstacles preventing us from moving forward with allowing patrons to come inside the building is the need for retro-fitting and modifications to the building. The Town's Health Director conducted a site visit on July 14<sup>th</sup> to review the current configuration of work spaces. As previously reported we have had to move the work stations of some staff members and create new work stations for others in order to meet occupancy and social distancing requirements. Currently four staff members have been relocated from staff work areas to the public areas of the building. This will need to be rectified before public access is allowed. We will also need acrylic panels installed to protect staff members working at the public service desks.

The Assistant Director and I met with DPW Facilities Manager Sean Libby and Assistant Facilities Manager Eric Eldredge on Friday July 17<sup>th</sup>. They reviewed the needs at public service desks and will move several desks so that the ones at public service desks can more easily accommodate acrylic panels. They'll also build frames where needed to prevent panels from tipping over with inadvertent contact by patrons.

The Facilities Manager agreed to enclose several alcoves:

- A new office space will be created on the west end of the second floor, in the current VITAL area, and I will relocate to that area.
- The assistive technology in the VITAL area will be moved to an enclosed alcove across from the Reference Desk. When the new Assistive Technology Center is not in use for that purpose it may be used as a tutoring space in the space.
- Assistant Director Emily Milan will move into my office, behind the Circulation Desk.
- Staff Librarian Emily Carta will move into the alcove where the public copier and bulletin board has been. Both Emilys need to be in close proximity to the Circulation Desk and this arrangement enables that.
- Staff members currently working "on the floor" can then be relocated back to the Circulation Desk and Circulation office.

Because separate office space is needed because of the pandemic, most of this work will be covered by the CARES Act. Some funds, either from the budget, state aid, trust or gift funds may be needed for related electrical work for lighting and while existing furniture will be relocated, we may need a few additional pieces to create the new workstations.



The creation of additional staff work areas and a small tutoring room have been goals for many years and are part of the interior modification project currently on the Capital Plan. These modifications do not accomplish everything we planned to do in that project but they will take care of the most pressing, immediate needs. This is a good thing since it's anticipated that all Capital Plan projects will be pushed back on the plan as a result of the financial stress caused by the pandemic.

#### DRAFT STATEMENT ON PANDEMICS AND PUBLIC HEALTH, NATURAL DISASTERS AND OTHER EMERGENCIES

A draft statement allowing the Library Director to deviate from Trustee approved policies during pandemics, public health, disasters and other emergencies is included in your packet. This statement is consistent with how we have been operating as well as with your By-Laws, the Town Charter, my job description, etc., but I believe it would be useful to have this on the record. Circumstances may necessitate temporary changes that need to be made in a timely manner but the Board may be unable to meet. Some of the examples listed in the statement are already within my area of responsibility but I still think it would be useful to document this. Any modifications of criteria in approved policies would be brought to you for review at your next meeting. Please review the draft so we can discuss the examples listed at the meeting and adds or removes statements, and/or whether or not you feel such a statement is necessary.

#### FY21 BUDGET

##### Spending Freeze

- After learning the FY20 spending freeze continued into FY21 I submitted a request for an exemption to purchase materials for the collection.
- The Library must expend 16% of its appropriation on materials – books, audiobooks, magazines, electronic resources, etc. – for the public to meet state certification standards.
- The Town's "1/12<sup>th</sup>" budget provides a monthly spending plans that includes those funds.
- I requested a very conservative amount per month, well below what the Material Expenditure Requirement will be even if funding for Brooks and the two association libraries were reduced to the minimum needed to meet the Municipal Appropriation Requirement.
- I met with Interim Town Administrator Joe Powers on Thursday, July 16<sup>th</sup> and he approved our request to spend on the collection.

##### FY21 Municipal Appropriation Requirement

- In calculating a conservative request to spend on materials I reviewed the Municipal Appropriation Requirement (MAR) against the current FY21 draft budget.
- To meet the MAR and maintain state library certification the Town must appropriate the average of the past 3 year's appropriation plus 2.5% for public library service.
- In FY21 the Town must appropriate \$997,798 to meet the MAR.
- During the budget process this spring our FY21 Request was reduced by \$14,475, to \$1,014,918.

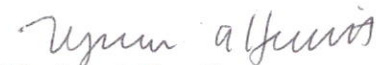
- The Selectmen and Finance Committee are reviewing the draft FY21 budget and will be making further reductions.
- For the past two decades the Town has ensured the Brooks Library budget is sufficient to meet the MAR so that state certification isn't dependent on the \$20,000 article for the two association libraries, Chase and Harwich Port libraries, passing at Town Meeting.
- The FY21 budget for Brooks Free Library only can be reduced another \$17,120 for the Brooks Library appropriation to be sufficient to meet the MAR.
- If Town officials chose to change past practice with the expectation that the petition article for association libraries will be approved at Town Meeting then the current budget for Brooks Free Library could be reduced by \$37,120. However, if that article does not pass, or passes at a reduced amount, then the Town would not meet the Municipal Appropriation Requirement needed for state library certification.
- In my July 10<sup>th</sup> letter requesting approval to spend on the collection I provided this information to the Town Administrator, Finance Director and the Trustees' liaison from the Board of the Selectmen.
- Only July 23<sup>rd</sup> I provided information on the MAR to the Chair of the Finance Committee.

#### Sept. Town Meeting and FY21 Budget

Town meeting is now scheduled for Sat Sept 26 at 10 am with a rain date of Sun Sept 27 at 1 pm, to be held on the MRHS football field. In preparation for Town Meeting weekly department head meetings with the Town Administrator have resumed.

- Department heads have been asked to analyze their budgets to see what further cuts can be made and report to the Interim Town Administrator by noon on Wed., August 5 on the effects of potential reductions on core mission, programs and services, which is prior to your meeting. I will share my submission with you at your meeting that evening.
- The Town will also be reviewing all revolving funds, but since the Library does not have any revolving funds we will not be involved in this review.
- The Town is also reviewing pre-FY19 articles with unspent balances. Departments were asked to review these articles and prepare a justification for why those unspent funds not are rescinded. The Library has 2 articles in this category, both facilities related, awaiting action by DPW – one related to replacing tile floors in the restrooms and lobby and the other for purchasing replacement carpets. Both are badly needed and I've asked that they not be rescinded. A copy of my letter is included in your packet.


Respectfully submitted,



Virginia A. Hewitt  
Library Director



**Brooks Free Library**  
739 Main St., Harwich MA 02645  
508-430-7562, vhewitt@clamsnet.org

  
From: Virginia Hewitt  
To: Joe Powers, Interim Town Administrator  
CC: Carol Coppola, Finance Director  
Sean Libby, Facilities Director  
Lincoln Hooper, DPW Director  
Joan McCarty, Vice Chair (Acting Chair), Brooks Free Library Board of Trustees  
JoAnne Brown and Jeannie Wheeler, Brooks Free Library Trustees Building and Grounds Committee  
Subj: Review of Unspent Funds in Pre-FY19 Articles  
Date: July 31, 2020

As requested, I've reviewed the pre-FY19 articles for the Library that have remaining balances. Both are facilities related and are part of the backlog of facilities projects. Both are still needed.

1. 01610A2 613031 ATM13 - #31 - \$25,000

This article was for replacement of carpeting and flooring. This article is awaiting action by DPW. It will be used to replace the tile floors in our public restrooms and in the lobby. From previous discussions about this work with Sean it will be time consuming and if done by a contractor the funds will be unlikely to cover all of the restrooms. I ask that you not rescind the funds in this article. The floors are 22 years old, have seen heavy public use and are in need of replacement.

2. 01610A2 614023 ATM14 #23 - \$4000 remaining balance

This article is what remains from the re-carpeting project, which was \$112,000. \$94,540.44 was spent on the re-carpeting project. When re-purposing remaining funds for the sidewalk repair project for the May 2019 ATM (#12), \$4000 was left in this article to enable DPW to purchase sufficient inventory of replacement carpet tiles to last for the lifetime of the carpets. This appears to be part of the Facilities project backlogs. We need these replacement tiles to extend the life of the carpets and they need to be purchased while the same designs and colors are available. I ask that you not rescind the funds in this article.

I would be happy to provide any additional information you may need.

## FY20 Budget Balances

As of 6.30.2020 - End of Year

AREA OF EXPENDITURE	Appropriated Amt	Spent	Remaining Balance	Percent Spent
Advertising	\$160.00	\$0.00	\$160.00	0%
Dues, Subs & Travel	\$3,600.00	\$1,784.51	\$1,815.49	50%
Library Materials	\$155,750.00	\$147,841.20	\$7,908.80	95%
Electric	\$34,125.00	\$21,500.32	\$12,624.68	63%
Employee Fringe Benefits	\$280.00	\$0.00	\$280.00	0%
Gas	\$13,806.00	\$7,697.27	\$6,108.73	56%
Library Supplies	\$13,000.00	\$10,990.37	\$2,009.63	85%
Maintenance & Repair	\$5,700.00	\$2,097.73	\$3,602.27	37%
Office Supplies	\$5,650.00	\$3,541.30	\$2,108.70	63%
Professional & Tech	\$49,275.00	\$49,395.53	-\$120.53	100%
Water	\$1,026.00	\$1,206.28	-\$180.28	118%
Total Library Expenses	\$282,372.00	\$246,054.51	\$36,317.49	87%
Wages & Salaries	\$713,111.21	\$696,950.95	\$16,160.26	98%
<b>TOTAL</b>	<b>\$995,483.21</b>	<b>\$943,005.46</b>	<b>\$52,477.75</b>	<b>95%</b>



# FY21 Budget Balances

7/31/2020

AREA OF EXPENDITURE	Spent <i>in July 2020</i>
Advertising	\$0.00
Dues, Subs & Travel	\$0.00
Library Materials	\$5,205.04
Electric	\$1,411.17
Employee Fringe Benefits	\$280.00
Gas	\$0.00
Library Supplies	\$162.99
Maintenance & Repair	\$0.00
Office Supplies	\$206.16
Professional & Tech	\$2,171.00
Water	\$0.00
Total Library Expenses	\$9,436.36
Wages & Salaries	\$48,691.27
<b>TOTAL</b>	<b>\$58,127.63</b>

Note: 1/12th Budget with spending Freeze, allowed to spend 10k on Library Materials, and on necessary purchases

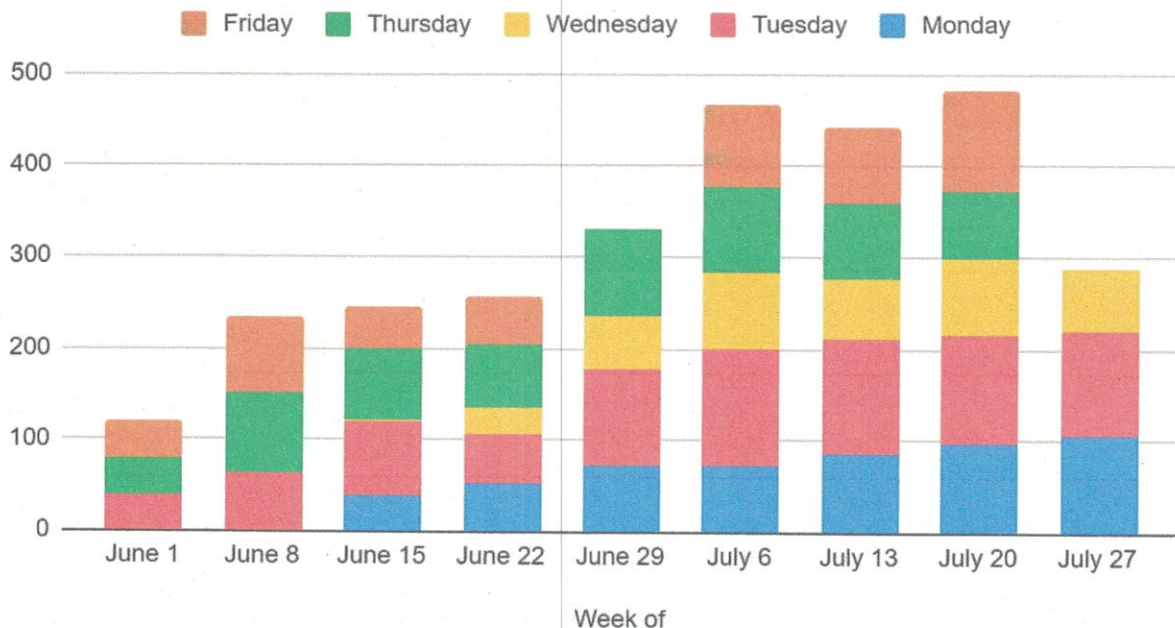
\$33,887.00 **July Spending Plan**  
 \$87,093.00  
**\$120,980.00**

Assistant Director's Report  
July 30, 2020

### Curbside Operations

I am happy to report that staff have successfully navigated the implementation and expansion of curbside services over the last 9 weeks with a tremendous amount of patience and professionalism. Countless minor changes have been made to improve the efficiency of the workflow. With each change has come the opportunity to expand the number of patrons we serve while also fine tuning the workflow for staff behind the scenes. Over the course of these past 9 weeks, we have expanded from providing curbside service three days a week with 120 pickup appointments to five days a week with the opportunity for up to 750 pickup appointments. Below is a chart which shows the growth in the number of curbside appointments over the course of the nine week period. The final week represented in this chart only includes partial data as of the date of this report (July 30th). However, we are currently on track to have our biggest week yet.

Curbside pickup appointments at the Brooks Free Library



In addition to expanding our curbside pickup appointments, we are now also providing a rotating collection of browsable materials each day in the form of our "Little Free Library". Patrons can browse and select materials from the available cart. These materials do not need to be checked out and patrons need not worry about returning materials. The Little Free Library features a variety of children and adult materials including fiction, non-fiction, periodicals, DVDs and music. We are also providing a summer reading table where participants can collect summer reading prizes each day. Much like past years, participants are encouraged to log hours online and are



also given the option to use bookmarks which are then collected through a drop box on the summer reading table.

Expansion of services remains a primary focus of discussion among the leadership team and circulation staff. We are working tirelessly to evaluate how we can improve and expand our offerings to the public in a safe and efficient manner. In the weeks to come we will continue to work diligently to plan for ways to address the shifting needs of our community and to find ways to expand our current offerings to meet those needs.

#### Collection Management

After the completion of the interfiling of all adult fiction, Staff Librarian Suzanne Martell and I turned our attention to the Adult DVD collection. It has long been a goal of ours to separate the feature film DVDs from the series DVDs. Ms. Martell made the necessary cataloging changes prior to our pandemic closure and the final step in the project, to physically separate the two material types and create two distinct DVD sections in our collection, was completed this past month.

#### Programming

Although this summer has been drastically different from past summers, Circulation workflows and functions have required a great deal of my time, focus and attention. Looking forward to future months, I anticipate a need to consider increased virtual programming as continued capacity restrictions might impede in person meetings and programming. To that end, the CLAMS Programming roundtable has scheduled an August meeting to discuss virtual library programming, both programming offered by library staff as well as offerings from outside, independent programmers. After this Cape-wide virtual meeting, I plan to meet with our internal programming committee to begin discussing options for Fall and Winter programming here at Brooks.

#### MRSD Reopening Plan

On Tuesday August 4th, I will be attending a joint meeting of MRSD School Council members to discuss the district's reopening plan for this Fall. I hope to have more information to provide during my oral report at the upcoming August Trustees meeting.

Respectfully Submitted,

Emily Milan  
Assistant Director

## **Reference Librarian's Report**

July 30, 2020

### **Technology Work Group:**

I led a meeting of this group on July 16. Main topics discussed were - How to increase loaning of **Chromebooks, Loaning of hotspots, and Printing for patrons**. We were able to figure out procedures to allow patrons to pick up and return Chromebooks as safely as possible and we worked out the loan parameters. Some cataloging work will be necessary to make sure the loan periods in the ILS system reflect what we have decided. We will soon be adding 5 more Chromebooks to our circulating collection. Patrons will have to sign a Chromebook lending agreement before borrowing. We will still have extra laptops and Chromebooks that will be available to staff in the event of another 'stay at home' order as we mostly took these Chromebooks from the homework center and from our 'in house use' collection.

Patrons have been asking us for loans of wireless hotspots. We currently only have a few that are in use. I had requested info from other Clams libraries about hotspots and found that many of them had fairly low cost contracts and were circulating 5 to 10 of them to their patrons. Emily Carta looked into our options and found lower priced contracts from Tech Soup that will allow us to add another 10 hotspots to our collection. We will circulate them in a similar way to Chromebooks.

We spent some time discussing the idea of putting a printer for public use outside the building. I thought this was worth bringing up again because although we had discussed it previously, we are now in a different 'phase'. I had also collected information about what other libraries are offering their patrons in terms of printing and I found that most are not offering printing at this time and those that are offering it are not charging patrons and thus not collecting cash. There are privacy issues as well as safety issues to consider when discussing how library staff might need to assist patrons with a printing process. Other options were discussed that might be possible in future re-opening phases.

I have also been sending emails and advocating at the state-wide level for more scientific testing and information about how to safely disinfect electronic devices and equipment such as Chromebooks and keyboards. Not enough real-world testing has been done in these areas at this point in time. My concerns and suggestions have been passed on directly to the staff doing the testing for the REALM project and they recently added a questions/contact form directly on their site in part because of librarians like me who are asking these questions.

### **Historical Digital Newspapers**

Our complete collection of historical newspapers is now up and running on our website. I did mention this as part of a newspaper article I wrote for the Cape Cod Chronicle and in the future I will write another article specifically about this collection. This was a project that was many



years in the making so it is exciting to see it all online and finally accessible to people who are not in the physical library.

### **Collection Development Policy**

I have been working on creating a policy for Brooks Free Library. After the director and librarians have had a chance to discuss it and make edits, it will be forwarded to the Trustees for a vote.

### **Libby testing (Overdrive)**

I was contacted by Overdrive (the international company that provides many libraries with ebooks, audiobooks and emagazines) a few months ago. They asked for help with testing their Libby app for accessibility. They were referred to us because of the reputation of our VITAL program and services as well as my involvement with the state-wide CEC committee several years ago where I was a member of the accessibility team. They wanted several of our staff members to try their app and a web version of their product to give them feedback on how well it worked with various screen readers. Carla Burke and Jamie Thornton were able to do some testing using Voiceover on Apple devices. They ran into many obstacles however and it was clear that Overdrive still has a long way to go before their products will be truly accessible to those using screen readers.

I am working to communicate with several key people at the state level to clarify what the various agreements and contracts with Overdrive contain in terms of language that indicates a desire to work toward an accessible product. This is something that means a lot to me personally as I spent two years (March 2016 to April 2018) on this committee and many of the issues and problems we discussed at that time are still not resolved.

I am continuing to stay in touch with patrons, staff, and colleagues at other libraries by whatever means possible so that I can contribute to planning for our future. I am also still trying to keep up with the overwhelming information out there about this disease and our community. Here is a site that many Governors use for their data that I like a lot as well. It's <https://www.covidexitstrategy.org/> there is a lot of great data here and it is a great site for looking at the different states.

Respectfully Submitted,

Jennifer Pickett, Reference Librarian

**Brooks Free Library**  
**Statement regarding Pandemics and Public Health,**  
**Natural Disasters and Other Emergencies**

**DRAFT**  
**7.30.20**

The Trustees of Brooks Free Library establish the following policy for pandemics, public health emergencies, weather related events, natural disasters and other emergencies to supplement other approved policies. It is understood that during emergencies the Library Director is given the authority to deviate from approved policies as necessary to ensure the health and safety of patrons and staff members in between meetings of the Library Trustees or when circumstances prevent Library Trustees from meeting.

The Library Director is encouraged to continue providing in-person services and to resume in person services as soon as safely able to do so while also complying with the orders and direction of local and state authorities and guidance from the Mass. Board of Library Commissioners. Internal considerations on open hours, staffing levels, services and programs will include the availability and/or health status of staff members, the need to maintain safe staffing levels as well as conditions in the community.

Some steps that may be taken by the Library Director may include:

- Closing the Library early or not opening. (When change in open hours occurs unexpectedly due to weather, emergencies and disasters, scheduled staff members receive no loss in pay.)
  - Note: the Library will generally follow the guidance of the Town in closing early or not opening but when circumstances warrant and/or such guidance is not provided; the Library Director has previously been delegated this authority by the Board of Trustees.
- During the current COVID19 pandemic, the Library staff may not work if the required daily disinfection of the workplace has not been done
- Reducing public access to areas of the Library
- Canceling both Library and non-Library programs
- Cancelling meeting room reservations by outside groups
- Suspending and resuming in-person programs
- Implementing a requirement for non-Library groups to pay a custodial fee for use of the meeting room on days the Library is open so that custodial services may be arranged to disinfect the room after use. If custodial services cannot be arranged, meetings may not



be approved. (Approved Meeting Room Policy, dated August 13, 2003, requires custodial fee only on days the Library is not open.)

- Temporarily raising the age at which unaccompanied minors may come to the Library by themselves (Approved Child/Teen Safety Policy, dated April 12, 2017, sets the age at 10).
- Temporarily requiring advance registration for in-person meetings/programs while attendance must be limited due to occupancy guidelines.
- Setting in-person total occupancy limits and limits on how long individuals may stay
- Implementing a requirement that all patrons wear masks when inside the Library.
  - Note: During the COVID19 pandemic, patrons who qualify for exemptions to wearing face coverings in Governor's orders will be directed to use curbside pickup or the Friends' Books on Wheels homebound delivery program, if available.
- Eliminate the use of public restrooms or reduce the number of restrooms available to the public
- Temporarily approving a reduction in the minimum staffing levels of four staff members per shift during open hours, making necessary modifications to services and areas where patrons may go in the Library as necessary. At no time will there be fewer than two staff members when the building is open to the public.
- Determining when and which staff members are authorized to work from home and their assignments during remote work
- When a tornado warning or other weather event or emergency occurs during Library hours, the Library will remain open past it's normal closing time if necessary to shelter patrons until the all clear is given by Town authorities that it is safe for everyone to leave

Other temporary changes in Library hours, staffing levels and assignments, services and programs may be made by the Library Director as he/she deems appropriate for the circumstances.

DONATIONS TO LIBRARY GIFT ACCOUNT FY21

Number	Date	Source(Gifts)	Amount	Notes	Date approved by Trustees
1	7/22/2020	Sitkin Family Foundation	\$400.00	Through the Cornell Univeristy Foundation	
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
TOTAL			\$400.00		