

Brooks Free Library Board of Trustees

Wednesday, April 10, 2019 - 7 pm
Thornton Room, Brooks Free Library
739 Main St., Harwich MA 02645

Minutes

1. Call to Order/Attendance: Chair called the meeting to order at 7:07 p.m. In attendance were JoAnn Brown, Joan McCarty, Jeannie Wheeler, Kathleen Remillard, Ann Emerson, Assistant Director Emily Milan and Director Virginia Hewitt. William Crowell was absent.
2. Approval of Minutes of Feb 13, 2019: JoAnn Brown made a motion to approve the minutes as amended. The motion was seconded by Jeannie Wheeler and passed unanimously.
3. Public Comment: none.
4. Reports:
 - A. Chairman: The Chair reminded the Board that all the necessary paperwork needs to be on file with the Treasurer's office before the last week of April when the Library will be submitting for payment of the Trustees stipend. Ms. Warde also confirmed that the conflict of interest training had been completed and submitted by all Trustees.
 - B. Library Director: As written.
 - C. Building & Grounds Committee: none
 - D. Liaison from Board of Selectmen: none
 - E. Friends of Brooks Free Library: none
5. Correspondence:
 - A. Invitation to attend MCPPO Inspector General training for Public Board and Commissions - May 14 in Centerville. Ms. Hewitt indicated that she plans on attending along with Administrative Assistant Megan Green and that an RSVP is required for anyone else who like to attend.
6. Old Business:
 - A. "Open House" event for Exterior Preservation Project: JoAnn Brown indicated that the Buildings and Grounds Committee has discussed options for a possible event is June. The Board discussed food vendors and event timing.
 - B. Update on FY20 Budget and Library's Town Meeting Articles: There have been no changes to either the operating budget or warrant articles relating to the library. The final vote on the budget will take place at the annual town meeting in May.
 - C. Update on CPC projects
 - a. Rogers Groups: Ms. Hewitt reported that we have a draft report from the conservator which was used to create a draft request for quotes. The draft is currently being reviewed by a member of CPC. The next step will be finalizing the request and soliciting bids.
 - b. Harwich Oracle: The digitization of the Harwich Oracle is underway and will be completed by June 30th.
7. New Business:
 - A. Update on candidates of Board of Trustees (May 21, 2019 election): Ms. Hewitt amended the information in her written report to note that no formal confirmation of a write in candidate for the vacancy on the Board has been announced. Potential write in

candidates should be directed to the Town Clerk's office for information on the write in process.

- B. Vote Employee Request for Leave of Absence: Senior Library Technician Joanne Clingan has requested a leave of absence for a period of time this Fall. Joan McCarty made a motion to approve Ms. Clingan's request, JoAnn Brown seconded and was approved unanimously.
 - C. Vote to Accept Donations: Jeannie Wheeler made a motion to accept the sum of \$799 from the Women's Club of Chatham to be used to purchase an iPad Pro for the VITAL program. The motion was seconded by Ann Emerson and passed unanimously.
 - D. Streetscape Furnishings - The Buildings & Grounds committee proposed purchasing benches and bike racks for the front and back of building. The committee presented research on options. Joan McCarty made a motion to authorize the purchase of exterior furniture for the library in an amount up to \$9,999 to be expended from the Fial Gift Account. Ann Emerson seconded and the motion passed unanimously.
 - E. Strategic Planning Process and Timeline: Ms. Hewitt indicated the desire to form a steering committee as the library begins the strategic planning process. This committee would include Ms. Hewitt, Ms. Milan and several trustees and would be responsible determining the timeline and process for undertaking the strategic plan. Kathleen Remillard and Jeannie Wheeler both volunteered for the steering committee. Mary Warde will serve as an alternate.
 - F. Re-schedule/cancel May meeting - The board discussed potentially moving the May meeting which is currently scheduled to take place the evening after the annual town meeting. The board decided it would be best to reschedule the meeting for Monday, May 13th at 7pm.
8. Trustee Reports and Requests for Next Meeting's Agenda: none
9. Upcoming Meetings/Events
- A. Annual Town Meeting - May 6 and 7, 2019 - Community Center
 - B. Library Board of Trustees - Mon., May 13, 2018 - 7 PM - Brooks Library
10. Adjournment: Kathleen Remillard made a motion to adjourn. Jeannie Wheeler seconded and, there be no further business, the Chair adjourned the meeting at 8:56 pm.

Respectfully Submitted,



Emily Milan