

Brooks Free Library Board of Trustees

Wed., Dec. 11, 2019, 7pm

Thornton Room, Brooks Free Library

739 Main St., Harwich MA 02645

Minutes

1. Call to Order/Attendance: The Chair called the meeting to order at 7:06 p.m. JoAnne Brown, Jeannie Wheeler, Joan McCarty, Bernadette Waystack and Kathleen Remillard. Library Director Virignia Hewitt and Assistant Library Director Emily Milan. William Crowell was absent.
2. Approval of Minutes of Nov. 13, 2019: JoAnne Brown made a motion to approve the minutes of November 13, 2019. The motion was seconded by Bernadette Waystack and passed unanimously.
3. Public Comment: There was no public comment.
4. Reports:
 - A. Chairman: The Chair had no report.
 - B. Library Director: As written, Chair Warde asked about the status of the elevator, noting that the elevator failed to work during tornado when the library was on generator power. Ms. Hewitt indicated that Facilities Manager Sean Libby is waiting on NStar to come and assess. Elevator should be operational when on generator power. Ms. Hewitt also noted that the HVAC control system installation is still in progress and the air handlers are not operational but heat is on. Kathleen Remillard also noted excitement over the BYOBook group that Ms. Milan wrote about in her written report.
 - C. Building & Grounds Committee: There was no report at this time.
 - D. Liaison from Board of Selectmen: The liaison was not present.
 - E. Friends of Brooks Free Library : Ms. Hewitt provided an update on the loan of the Friends art collection providing the Board with a list of the remaining art on which is on loan to the library along with the location within the building. There are nine remaining pieces of art from the original circulating art collection after the Friends offered the art to the original artist. The Friends report that one work of art was returned to the original artist and the remaining art was donated to the Family Pantry's Second Glance Thrift Shop. Library staff will add a label to the back of the remaining art to identify the collection.
5. Correspondence: There was no correspondence.
6. Old Business:
 - A. FY21 Budget Submission - Ms. Hewitt and Chair Warde updated the Board on their budget meeting with Acting Town Administrator Joseph Powers, Finance Director Carol Coppolla and Wendy Tulloch. It was noted that the \$1500 stipend for opting out of town health insurance was removed from the departmental budget as this cost would be offset by the savings and would not be incurred by the department itself. Ms. Hewitt also indicated that the potential return of the custodian position to the departmental budget that was being considered by the previous Town Administrator was also discussed during the meeting. Ms. Hewitt informed them that in addition to adding the cost of salary, wages and some benefits to the Library budget, this change would require an increased appropriation of almost \$9000 in our Library Materials line in order to meet the state certification requirements, which is 16% of the funds appropriated to the Library. Ms. Hewitt indicated it did not appear the Town officials were interested in pursuing this proposal because it would be contrary to the movement to centralize those functions in recent years and because of the additional

spending that would be required for to meet the Library materials expenditure requirements. Ms. Ward reported that the general impression from the meeting was positive, with the Town Administrator and Finance Director being very complimentary with the detail and documentation provided for our budget request. Overall budget challenges remain for the Town, however, and she is expecting feedback in the next few weeks from Town Administration and the Board of Selectmen. The joint BOS and Finance Committee budget hearing is scheduled for February 8th. JoAnne Brown made a motion to approve the amended FY2021 budget as presented to the Board by Library Director Hewitt. Jeannie Wheeler seconded and the motion passed unanimously.

- B. Proposed Standards of Conduct Policy - The Board reviewed the proposed policy and, having no questions, suggestions or proposed changes, Joan McCarty made a motion to approve the Standards of Conduct Policy as written. Kathleen Remillard seconded and the motion passed unanimously.
- C. Vote to Rescind the Patron Behavior Policy approved Jan. 12, 2000 & modified April 12, 2006 - Having approved a replacement policy Bernadette Waystack made a motion to rescind the Patron Behavior Policy. Jeannie Wheeler seconded and the motion passed unanimously.

7. New Business:

- A. Proposal for Safety and Security Training for Staff Members- Joan McCarty made a motion to approve closing the library on a Friday afternoon at 1 p.m. for safety and security training for staff. Kathleen Remillard seconded and the motion passed unanimously.
- B. Vote to Approve Friends of Brooks Free Library's request to name Book Sale Room after Claire Kenny- Chair Warde reported having received a call from Vice President of the Friends of Brooks Free Library Barbara Constance asking for permission to name the book sale room after Claire Kenny. After moving to the area in 1997, Ms. Kenny was an instrumental volunteer involved in both the Friends' book sale and programming. The Friends would like to hang a plaque over the door to the book sale room honoring Ms. Kenny. JoAnne Brown made a motion to approve the Friends request to name the book sale room after Claire Kenny. Joan McCarty seconded and the motion passed unanimously.
- C. Vote to Accept Donations- There were no donations to accept this month.
- D. Potential change of Feb. meeting date- After a brief discussion regarding the timing of the February joint budget hearing and its impact on the monthly meeting the Board decided to discuss this matter in January.

8. Trustee Reports and Requests for Next Meeting's Agenda- There were no requests at this time.

9. Upcoming Meetings/Events

- A. Library Board of Trustees –Wed., Jan. 8, 2020 - 7 PM – Brooks Free Library
- B. Selectmen & Finance Committee Budget Hearings - Sat. Feb 8, 2020
- C. Library Board of Trustees –Wed., Feb. 12, 2020 - 7 PM – Brooks Free Library (currently scheduled; will discuss re: re-scheduling)

10. Adjournment : There being no further business the Chair entertained a motion to adjourn. Kathleen Remillard made a motion to adjourn at 7:58 p.m. Jeannie Wheeler seconded and the Chair adjourned the meeting at 7:58 p.m.

Respectfully Submitted,



Emily Milan
Assistant Library Director