

Brooks Free Library Board of Trustees

Wednesday, Nov. 14, 2018 - 7 pm
Thornton Room, Brooks Free Library
739 Main St., Harwich MA 02645

Minutes

Call to Order/Attendance: Chair called the meeting to order at 7:04 p.m. JoAnne Brown, Jeannie Wheeler, Bill Crowell, Joan McCarty and Kathleen Remillard were in attendance. As well as Library Director Ginny Hewitt and Assistant Director Emily Milan. Ann Emerson was absent.

Approval of Minutes of Oct. 10, 2018: Joan McCarty made a motion to approve the minutes as written. The motion was seconded by JoAnne Brown and the Board voted to approve unanimously.

Public Comment: None

Reports:

- A. Chairman: none.
- B. Library Director: In addition to her written report included in the packet, Ms. Hewitt mentioned that the Town accessibility study was presented to Board of Selectmen recently and the library was praised for our efforts towards ensuring accessibility in terms of physical space and our materials and programs.
- C. Building & Grounds Committee: The Committee noted that repair work on the front columns has been completed and they have been reinstalled.
- D. Liaison from Board of Selectmen: none
- E. Friends of Brooks Free Library: Chair Warde announced that a sprinkler system is being installed in the island by the Friends of BFL. This will assist with maintenance of the beautiful gardens which are maintained by the Garden Club of Harwich. The Board also reviewed drawings for proposed modifications to the Thornton Meeting Room which would include two closets in the meeting room itself and a coat closet and storage closet in the Foyer. The drawing have been reviewed and approved by the Facilities Manager and Fire Chief. The Friends also plan to replace window treatments and paint the meeting room.

Correspondence: none.

Old Business:

- A. Update on Exterior Preservation Project: Repair and priming are complete and painting has begun.
- B. Procurement Authority and Contracting Procedures: After some discussion regarding current procurement practices in both the library and the town, as well as discussion regarding the procurement authority given to the Board of Trustees as outlined in the Town Charter, Bill Crowell made a motion to authorize procurement authority to the Library Director for all contracts up to \$25,000. Jeannie Wheeler seconded and the motion passed unanimously.

New Business:

- B. Update on FY20-26 Capital Plan Projects: The Chair and Library Director met with Capital Outlay to discuss submissions to the Capital Plan as presented to the Board at an earlier meeting.

- C. FY20 Budget Submission: Director distributed and discussed the salary and wage portion of the budget for FY 20. The expense portion of the budget will be presented at the December Board meeting. JoAnne Brown made a motion to approve the upgrade of Administrative Assistant from grade 5 to grade 7 and to change the title of Circulation Assistant to be renamed Library Assistant and be regarded from a grade 3 to grade 4 in the Fy 20 budget. Jeannie Wheeler seconded and the motion passed unanimously.
- D. Holiday Hours: AS budgeted, the library will be open from 10 am- 2 pm on Christmas Eve and New Years Eve.
- E. Vote to Accept Donations: Joan McCarty made a motion to approve and accept plans from the Friends of Brooks Free Library for the modifications to the Thornton Meeting Room including adjoining entrance hallway, and to also accept the installation of an irrigation system to the island as reviewed and approved by Facilities Manager Sean Libby. JoAnne Brown seconded the motion which passed unanimously.

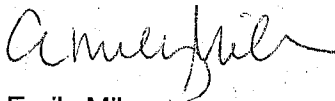
Trustee Reports and Requests for Next Meeting's Agenda: none

Upcoming Meetings/Events

- A. Trustees Annual Meeting with Board of Selectmen – Dec. 3, 2018, 6:30 PM
- B. Library Board of Trustees –Wed., Dec. 12, 2018 - 7 PM – Brooks Library

Adjournment: Jeannie Wheeler made a motion to adjourn the meeting. Kathleen Remillard seconded and the Chair adjourned the meeting at 8:46 p.m.

Respectfully, submitted,



Emily Milan