

## Brooks Free Library Board of Trustees

Wed., Jan. 8, 2020, 7pm  
Thornton Room, Brooks Free Library  
739 Main St., Harwich MA 02645

### Minutes

Approved March 4, 2020

1. Call to Order/Attendance: Chair Warde called the meeting to order at 7:00 p.m . JoAnne Brown, Joan McCarty, William Crowell, and Bernadette Waystack were present in addition to Library Director Virginia Hewitt and Assistant Director Emily Milan. Kathleen Remillard and Jeannie Wheeler were absent.
2. Approval of Minutes of Dec. 11, 2019: Joan McCarty made a motion to approve the minutes of December 11, 2019. The motion was seconded by JoAnne Brown and passed unanimously.
3. Public Comment: There was no public comment.
4. Reports:
  - A. Chairman- There Chair had no formal report at this time.
  - B. Library Director- In addition to her written report, Ms. Hewitt indicated that the Massachusetts Historic Commission was accepting nominations for their 2020 Preservation Award. There are several categories under which the library's recent restoration project might fall. Ms. Hewitt was considering submitting an application commending the trustees for their efforts during the exterior preservation. The deadline for submission is February 18, 2020. JoAnne Brown and Joan McCarty offered their assistance with the application. Ms. Hewitt also reviewed the Policy on Posting and Distribution of Non-library Materials with the Board and informed them that the library has received several survey and petition requests as is likely to happen this time of year as we approach Town Meeting. According to the policy, "Patrons have the right to enjoy undisturbed use of the Library. Non-passive distribution of non-Library materials, such as handing out materials or engaging or attempting to engage patrons in discussions of the non-Library event, activity, organization or issue will not be allowed." The Board discussed the need to protect library users from such activities. Ms. Hewitt also mentioned a recent Letter to the Editor entitled "Librarian worth weight in gold" which was featured in the January 2, 2020 edition of the Cape Cod Chronicle. In this letter, Ms. Colleen Baker of Harwich praises Youth Services Librarian Ann Carpenter for her extraordinary customer services and kindness. Lastly, Ms. Hewitt mentioned the record breaking attendance at the "Noon Year's Eve Party". Staff welcomed close to 90 patrons, of all ages, to ring in the "Noon Year" with hand crafted noisemakers and party hats.
  - C. Building & Grounds Committee- There was no report from the Committee at this time.
  - D. Liaison from Board of Selectmen- The liaison from the Board of Selectmen was not present.
  - E. Friends of Brooks Free Library- A representative of the Friends was not present.
5. Correspondence: There was no correspondence.
6. Old Business:
  - A. FY21 Budget - The Board discussed the progress made in the budget process as well as next steps. Ms. Hewitt is currently awaiting further direction from Acting Town Administrator Joe Powers.

7. New Business:

- A. Vote to Accept Donations- There were no donations this month.
- B. Potential change of Feb. meeting date- Due to Ms. Hewitt's absence from February 12-19, 2020, the Board discussed options for postponing or rescheduling the February Board meeting which would normally be held on the 12th. It was decided to reschedule the meeting for Saturday, February 8th at the Community Center in conjunction with the Joint Meeting of the Selectman and Finance Committee.

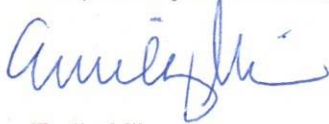
8. Trustee Reports and Requests for Next Meeting's Agenda- none

9. Upcoming Meetings/Events

- A. Selectmen & Finance Committee Budget Hearings - Sat. Feb 8, 2020
- B. Library Board of Trustees – Sat. Feb 8, 2020

10. Adjournment: Joan McCarty made a motion to adjourn; seconded by JoAnne Brown. There being no further business, the Chair adjourned the meeting at 7:53 p.m.

Respectfully Submitted,



Emily Milan