

Brooks Free Library Board of Trustees
Wed., March 4, 2020, 7pm
2nd Floor, Reference Area, Brooks Free Library
739 Main St., Harwich MA 02645

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

APPROVED BY BOARD OF TRUSTEES 8.5.2020