

## Brooks Free Library Board of Trustees

Wednesday, April 11, 2018 - 7 pm  
Thornton Room, Brooks Free Library  
739 Main St., Harwich MA 02645

### MINUTES

**Call to Order/Attendance:** Chair Mary Warde called the meeting to order at 7:03 p.m. Trustees Joanne Brown, Ann Emerson, Kathleen Remillard, Jeannie Wheeler, Bill Crowell (7:07) and Joan McCarty (7:30) were in attendance. Library Director Ginny Hewitt and Assistant Director Emily Milan were also present.

**Approval of Minutes of Nov. 15, 2017 and Jan. 10, 2018:** Jeannie Wheeler made a motion to approved the minutes of November 2017 with a correction to the list of members in attendance. The motion was seconded by Joanne Brown and passed unanimously. Joanne Brown made a motion to accept the minutes of January as written, Ann Emerson seconded and the motion passed.

**Public Comment:** none

#### **Reports:**

Chairman

1. Update on Reclassification of Library Director: The Chair reported that the reclassification has been included in the library's budget for FY 2019 and is currently awaiting the final approval of the entire town operating budget at this year's town meeting.
2. Update on Proposed Stipend for All Elected Officials: The Chair reported that the stipend for elected officials, which was proposed by the Finance Committee, was recently approved by the Board of Selectmen. The proposal is currently awaiting a final vote at town meeting.

Library Director: In addition to her written report, Library Director Ginny Hewitt updated the Board on recent changes to security procedures and potential future trainings for staff. Ms. Hewitt also reported that upcoming changes to the CLAMS integrated library system (ILS) could result in system outage for approximately one day in early July as the library consortium transitions to a hosted server. Ms. Hewitt also updated the Board on the status of the library's full building generator noting that the projects specs have been submitted but the project is not yet out to bid.

Building & Grounds Committee: Trustees Jeannie Wheeler and Joanne Brown shared information about a recent reception for the members of the Monomoy RHS National Art Honor Society. Artwork commissioned from the group was recently installed in the Doane room and a reception was held to honor the group of artists.

D. Liaison from Board of Selectmen: none

E. Friends of Brooks Free Library: none

**Correspondence:** none.

#### **Old Business:**

- A. Update on FY19 Budget: The Board of Selectmen recently voted to approve the proposed town budget as presented by the Town Administrator. The budget awaits a final vote at town meeting in May.

- B. Update on Exterior Preservation Project: Building and Grounds Committee member Jeannie Wheeler provided an update from Facilities Manager Sean Libby on the exterior preservation project. Mr. Libby has initiated the bid process and should have all results by April 19th. The Chair also reported having received an email from CPC member Kathy Green indicating that CPC projects are scheduled to be voted on early in the first evening of town meeting.

**New Business:**

- A. Vote to Accept Monetary Donations: none.
- B. Vote to Accept Donation of new Shelving Units for the for Circulation area Hold Shelves from the Woodworkers Group of the Chatham Harwich Newcomers: Joanne Brown made a motion to accept the shelving, Mary Warde seconded and the motion passed.

**Trustee Reports and Requests for Next Meeting's Agenda:** The June meeting of the Board was rescheduled from June 13th to June 20th at 7 pm

**Upcoming Meetings/Events**

- A. Annual Town Meeting – Mon., May 7 and Tues., May 8, Community Center, 7 pm
- B. Brooks Free Library Board of Trustees –Wed., May 9, 2018 - 7 pm
- C. Town Election – Tues., May 15, 2018, Community Center
- D. Brooks Free Library Board of Trustees –Wed., June 20, 2018 - 7 pm

**Adjournment:** Joan McCarty made a motion to adjourn which was seconded by Kathleen Remillard. Mary Warde adjourned the meeting at 8:36 p.m.

Respectfully Submitted,



Emily Milan