

## **Brooks Free Library Board of Trustees**

Wednesday, Jan. 10, 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 7:00 pm, JoAnne Brown, Joan McCarty, William Crowell, Library Director Ginny Hewitt, and Assistant Director Emily Milan were in attendance. Jeannie Wheeler, Kathleen Remillard, and Ann Emerson were absent.

**Approval of Minutes:** Approval of the minutes of November 15, 2017 was deferred until February.

**Public Comment:** There was no public comment.

#### **Reports:**

A. Chairman: The Chair reported that Library Director Hewitt's performance evaluation had been completed and reviewed with Ms. Hewitt. Board members received a copy of the final draft prior to the review. Ms. Warde also reported having recently read about the proposed remuneration for elected board members in the Town of Harwich. Treasurer Crowell indicated that he had indeed been contacted by the sub-committee of the Finance Committee reviewing said proposal and asked to relay the information to the Board. The Board discussed the proposal and indicated a sincere appreciation for the recognition of their commitment of time and financial resources in the execution of their duties as an elected Board.

B. Library Director: Ms. Hewitt issued a correction to her written report indicating that the heating system uses glycol to prevent frozen pipes. After reviewing the system with Facilities Manager Sean Libby, it was reported that the air handlers use glycol to prevent freezing. Additionally, Ms. Hewitt reported having received a written quote from Francis Miller for the assessment of the Rogers Group restoration project. The quote came in at approximately \$3,000. Ms. Hewitt will follow up with Mr. Miller.

#### **Correspondence:**

The Board received a thank you card from the staff for staff appreciation week.

#### **Old Business:**

Update on FY19 Capital Plan: The board reviewed the capital submissions as outlined in Ms. Hewitt's written report.

Update on Community Preservation Act Funding Requests: Recent documentation from CPC indicated that they have no further questions regarding either of the library's projects. CPC will vote on requests this Thursday, January 11th, 2018. The Board discussed alternate funding options in the event that CPC does not support the request for additional CPA funds. JoAnne Brown made a motion to authorize the Chair to submit an article for the Town Meeting warrant requesting the additional funding necessary to complete the exterior preservation project in the event that CPC funding is not approved

or approved at a reduced amount. Joan McCarty second, motion carried by a unanimous vote.

Update on Reclassification of Library Director: Based on the vote of the Board on November 15, 2017 the Chair submitted a letter to the Town Administrator, Assistant Town Administrator, and the Chair of the Board of Selectmen requesting the reclassification of the Library Director. To date, no response has been received. The Chair also indicated the need to update the Library Director's job description as the current description is dated 2001 and does not accurately reflect the full scope of responsibility.

#### **New Business:**

FY19 Budget Request: The Board reviewed the FY19 budget request. The request reflects the proposed upgrade of the Library Director as well as standard step increases for staff. No additional hours or staffing allocations were made in this request. However, the salary and wages portion of the request does account for the library being open from 10am - 2pm on Christmas Eve and New Years Eve 2018 even if they are declared Selectmen's holidays. The expense portion of the budget request does not include any major changes. The standard 2.5% increase in educational supply line is included in order to meet the MBLC's MAR (Municipal Appropriation Requirement). Joanne Brown made a motion to accept the draft budget as presented. William Crowell second, motion carried by a unanimous vote.

Vote to Accept Donations: JoAnne Brown made a motion to accept donations in the amount of \$695 into the Library Gift Account. Joan McCarty second, motion carried by a unanimous vote.

Offer to donate statue of Lewis and Clark expedition: After a brief discussion of the relevance of the statue to the history of either Harwich or the Brooks Free Library, William Crowell made a motion to decline the offer of the donation as no connection to Harwich could be found. JoAnne Brown second, motion carried by a unanimous vote.

#### **Upcoming Meetings/Events**

Community Preservation Committee – scheduled to vote on projects Thurs. Jan. 11, 2018 – 6 pm

Brooks Free Library Board of Trustees –Wed., Feb. 14, 2018 - 7 pm

Trustees Budget Hearing with Selectmen and Finance Committee- tentatively scheduled for March 3, 2018

**Adjournment:** Joan McCarty made a motion to adjourn; JoAnne Brown seconded. Chair Mary Warde adjourned the meeting at 8:18 p.m.

Respectfully Submitted,



Emily Milan, Assistant Director