

Brooks Free Library Board of Trustees

Wednesday, June 20, 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 7:06. Trustees JoAnne Brown, Jeannie Wheeler, Kathleen Remillard, and Bill Crowell (7:10) were present as well as Library Director Virginia Hewitt and Assistant Director Emily Milan. Joan McCarty and Ann Emerson were not in attendance.

Approval of Minutes: Kathleen Remillard made a motion to approve the minutes of April 11, 2018, JoAnne Brown second. Motion passed unanimously.

Public Comment: none

Reports:

A. Chairman- The Chair reported that the reclassification of the Library Director's position was approved at the June 4th Board of Selectmen meeting.

B. Library Director- In addition to her written report included in packet, Ms. Hewitt announced that the library will be participating in an art tour of Harwich on July 21st. The Cahoon Room will be staffed and open to the public on that day. Ms. Hewitt also distributed packets to the Board which included an emergency pocket response plan, contact lists, and a chain of command. Trustee William Crowell made a motion to adopt the Brooks Free Library chain of command as signed by Virginia Hewitt and Mary Warde and dated June 20, 2018. Jeannie Wheeler second, motion passed.

C. Building & Grounds Committee: Committee members announced that the contract for the exterior preservation project was signed on Wednesday, June 13, 2018. The town plans to issue a notice to proceed as of July 9th, 2018. Assistant Director Emily Milan reviewed the discussion that took place during a pre-construction meeting on June 12th regarding first steps before the project begins such as trimming trees. Board members expressed concern over the trees along Main Street noting that they are currently crowding the building and holding in moisture. These concerns will be relayed to Facilities Manager Sean Libby.

D. Liaison from Board of Selectmen: none

E. Friends of Brooks Free Library: none.

Correspondence: none

Old Business:

Update on Town Meeting and FY19 Budget- The library FY19 budget passed at this year's town meeting.

Update on Exterior Preservation Project- As reported by Building and Grounds committee above, construction is expected to begin on or around July 9, 2018.

Update on Generator Installation- Ms. Hewitt relayed information from Sean Libby who determined that a longer than usual lead time for the generator order to be filled by the manufacturer means installation of the generator is not likely to happen before September of this year.

New Business:

A. Request to designate wall for Friends of Brooks Free Library to use as a display area- JoAnne Brown made a motion to designate the lobby wall for Friends of Brooks Free Library to use as a display area, Jeannie Wheeler second. Motion passed unanimously.

B. Vote to Accept Monetary Donations- none

C. Request for FY19 Meeting Room Use- Jeannie Wheeler made a motion to approve, under the same conditions stated in previous years, the request by the Cape Cod Viewfinders Camera Club to meet at the library on the first and third Wednesdays during the months of September 2018 through June 2019. JoAnne Brown second, motion passed unanimously.

D. Reorganization of the Board- The Chair issued a formal congratulations to members who were recently re-elected. Kathleen Remillard made a motion to accept the slate of officers as follows: Mary Warde, Chair; Joan McCarty, Vice Chair; JoAnne Brown and Jeannie Wheeler, Co-Chair- Building and Grounds Committee; William Crowell, Treasurer; Kathleen Remillard, Recording Secretary; Ann Emerson, member at large. Jeannie Wheeler second. The motion passed unanimously.

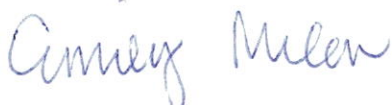
Trustee Reports and Requests for Next Meeting's Agenda: none

Upcoming Meetings/Events

Friends of Brooks Free Library Annual Meeting - Thurs. June 21, 2018 - 10 am
Brooks Free Library Board of Trustees –Wed., July 11, 2018 - 7 pm

Adjournment: Kathleen Remillard made a motion to adjourn at 8:36 p.m. JoAnne Brown second, motion passed unanimously.

Respectfully Submitted,



Emily Milan

Assistant Director