

**Minutes**  
**Brooks Free Library Board of Trustees**  
**Wednesday June 14, 2017**  
Thornton Room, Brooks Free Library  
739 Main Street, Harwich, MA 02645

1. **Call to Order:** Chair Mary Warde called the meeting to order at 7:23 pm. Trustees JoAnne Brown, William Crowell and Jeannie Wheeler were present. Library Director Virginia Hewitt was also present.
2. **Minutes of the April 12, 2017 Meeting** were read and approved. (m: Jeannie Wheeler, s: JoAnne Brown)
3. **Public Comment:** There was no public comment.
4. **Reports:**
  - A. **Chair:** Mary Warde reported she and JoAnne Brown were both re-elected since the last meeting in April. Both have been sworn in by the Town Clerk.
  - B. **Library Director:** In addition to her written report, Ginny reported:
    1. Weekly Device Advice sessions have been suspended for the busy summer season. We will continue to offer Book-A-Librarian appointments to fill this need, with priority for appointments going to Harwich residents and patrons with Brooks Free Library cards.
    2. Ginny has been appointed to the Executive Board of the CLAMS consortium.
    3. The American Library Association's Advocacy Bootcamp was extremely informative, providing valuable ideas on methods to ensure the library understands community needs and develops programs and services to respond to them. Other workshops at the Mass. Library Assn's annual conference were also worthwhile.
  - C. **Building and Grounds Committee:**

The Board discussed the exterior preservation project. Four bids were received in April, with the lowest bidder exceeding the funding available for the project. There is a shortage of DCAM certified contractors who will work on the Cape and by spring they are primarily booked for the season. The Trustees discussed the Town's plan to re-bid the project in June with "Add-Alternates" so that work could be awarded to do sections of the building so that work could get started using available funding. They also discussed the possibility that bids would be higher with this procurement as it is further into the construction season.
  - D. **Liaison from Board of Selectmen:** Not present.
  - E. **Liaison from Friends of Brooks Free Library:** Not present.
5. **Correspondence:** The Board discussed the information received from the Mass. Board of Library Commissioners on proposed changes to the Municipal Appropriation Requirement and procedures for a municipality to apply for a waiver. The consensus of the Board was that they agreed with the proposals.

6. **Old Business:**

Memorandum of Agreement with Mass Assn for the Blind and Visually Impaired (MABVI): The Board discussed the proposed MOU. Through this partnership MABVI will provide \$7500 per year for additional staff hours for our part-time assistive technology coordinator, beginning July 1, 2017.

Motion: To approve entering into a partnership with MABVI and authorize the Library Director to sign the Memorandum of Agreement. m: William Crowell, s: JoAnne Brown. Approved unanimously.

7. **New Business:**

A. **Acceptance of Donations:**

1. **Monetary Donations:** No monetary donations were received. It was noted, however, that the Cape Cod Viewfinders have informed us that they will be making an annual donation to the Friends of Brooks Free Library.
2. **Offer to Donate Art:** The Board discussed an offer for a donation of 22" X 22" needlepoint done by a Library patron who has passed away. While it is a beautiful piece, the Trustees voted to decline the gracious offer as they are not accepting any art work. They discussed at some point in the future establishing a committee that would evaluate library décor and art work and develop a plan and guidelines for accepting and displaying donations.

B. **Reorganization of the Board:** Postponed until next month.

8. **Trustee reports:** None.

9. **Upcoming Meetings:** reviewed. No discussion was held.

10. **Adjournment:** Motion to adjourn at 8:30 pm. m: JoAnne Brown, s: Jeannie Wheeler. Approved unanimously.

Respectfully submitted,



Virginia Hewitt  
Library Director

*Approved by Board of Trustees July 12, 2017*