

## Brooks Free Library Board of Trustees

Wednesday, August 8, 2018 - 7 pm  
Thornton Room, Brooks Free Library  
739 Main St., Harwich MA 02645

### Minutes

1. Call to Order/Attendance: Chair Mary Warde called the meeting to order at 7:01 p.m. JoAnne Brown, Jeannie Wheeler, Kathleen Remillard, and Joan McCarty were present along with Library Director Virginia Hewitt and Assistant Director Emily Milan. Ann Emerson and William Crowell were both absent.
2. Approval of Minutes of July 11, 2018: Joan McCarty made a motion to accept the minutes of July 11, 2018. Jeannie Wheeler seconded and the motion passed unanimously without discussion.
3. Public Comment: none
4. Reports:
  - a. Chairman: The Chair reviewed the paperwork the Trustees are required to fill out in order to receive their annual stipend.
  - b. Library Director: In addition to her written report, the Director reviewed the process for assessment and conservation of the Rogers Group statues.
  - c. Building & Grounds Committee: None
  - d. Liaison from Board of Selectmen: None
  - e. Friends of Brooks Free Library: None
5. Correspondence: none.
6. Old Business:
  - a. Update on Exterior Preservation Project: Progress has been made on the project and tests to determine the best method for stripping moving forward are in the process of completion at this time. Ms. Hewitt reported some issues with the exterior construction fence which have been reported and are being handled by Sean Libby, the project supervisor.
7. New Business:
  - a. Vote to Accept Monetary Donations: none
  - b. Potential Closing for the Harwich Cranberry Arts & Music Festival- Sept. 15, 2018: JoAnne Brown made a motion to close the library on Saturday, September 15th, Joan McCarty seconded and the motion passed unanimously.
  - c. Discussion of goals for upcoming year: The Chair reviewed the proposed list of goals for the upcoming year and discussion included the addition of a goal related to the evaluation of the library interior for possible renovation.
  - d. Library Director's performance evaluation: The Chair collected evaluations from board members and will be consolidating those into one document.
8. Trustee Reports and Requests for Next Meeting's Agenda: none

9. Upcoming Meetings/Events

- a. Brooks Free Library Board of Trustees – Wed., September 12, 2018 - 7 pm –  
Brooks Library

10. Adjournment : Kathleen Remillard made a motion to adjourn, seconded by Jeannie Wheeler. The Chair adjourned the meeting at 8:30 p.m.

Respectfully Submitted,



Emily Milan

Assistant Director