

Minutes  
**Brooks Free Library Board of Trustees**  
Wednesday October 12, 2016  
Thornton Room, Brooks Free Library  
739 Main Street, Harwich, MA 02645

**Call to Order:** The meeting was called to order by Chair Mary Warde at 7:15 P.M. Present were Mary Warde, Joan McCarty, JoAnne Brown, Kathleen Remillard, William Crowell, Ann Emerson and Library Director, Virginia Hewitt.

**Executive Session:** JoAnne Brown made a motion to enter Executive Session pursuant to M.G.L. c.30A, § 21 (a)(3) to discuss the reputation, character, physical condition or mental health, rather than professional competence, of an individual, or to discuss the discipline or dismissal of, or complaints or charges brought against, a public officer, employee, staff member or individual and will reconvene in Open Session. Joan McCarty seconded. Roll call: William Crowell yea, Joan McCarty yea, Mary Warde yea, JoAnne Brown yea, Ann Emerson yea and Kathleen Remillard yea. Motion carried by unanimous vote.

The regular meeting of The Trustees of the Brooks Free Library reconvened at 8:23 pm.

**Approval of Minutes:** Joan McCarty made a motion to approve the August 10, 2016 minutes. Mary Ward seconded. The motion carried by unanimous vote.

**Public Comment:** None

**Reports:**

**Library Director:** See Report

- Capital Outlay Committee recommended the Board re-submit our request for a generator to power the full building and move it up to FY18.
- Ginny passed around a draft policy for *Use of the Assisted Listening System*. Joan McCarty made a motion to accept the policy as written. JoAnne Brown seconded. The motion carried by unanimous vote.
- Ginny mentioned that parking is an issue when programs occur at the library.

**Building and Grounds Committee:**

- JoAnne Brown passed around a copy of an estimate from Slaven's Original's for bookshelves in the Doane Room.
- Joan McCarty made a motion to approve funds not to exceed \$10,000 for the Doane Room and to relocate the Rogers Group Statues. Ann Emerson seconded. The motion carried by unanimous vote.

**Old Business:**

- JoAnne Brown reported that field work for the paint analysis on the exterior of the library has been done.
- The Trustees discussed the library's exterior paint color. William Crowell made the following motion : "As acknowledged by the Historic District Historical Commission when ~~the~~ we met with them on January 20, 2016, HDHC approval is not required for the building to remain white since it does not involve a change in the approved color, and as documented in the Community Preservation Committee Minutes of December 8, 2011, which includes the following statement from the HDHC representative Robert Bradley reported 'that Historic District approves of painting the library white. If another color is desired, the Historic District and Historical Commission would have to review it' and in keeping with the intent the 1996-98 renovation and expansion which was designed specifically to tie the older historic portions of the building in with the newer addition using architectural details and one consistent paint color so that the sections of the building appear as one cohesive whole, a design which has been described as 'lending strength, unity and presence' to the building and which won a historic preservation award from the Mass. Historical Commission for maintaining the historic character of the building, William Crowell moved that the exterior paint color remain white when the historic portions of the building are re-painted after the chemical stripping." Joan McCarty seconded. The motion carried by unanimous vote.
- Ginny has not finished her portion of her performance appraisal. She will send a draft to Chair Mary Warde.
- Library Director Ginny Hewitt was notified that the Mass Council on Aging did not select any senior centers on Cape Cod for their grant to establish instructional centers for assistive technology replicating the Brooks Library VITAL program. She expects to see increased demand for this assistance. Joan McCarty asked if the library could charge for this service. Ginny explained that the library can't charge for this service.

#### **New Business:**

- William Crowell made motion to accept the \$400.00 donation from the Sitkin Family Foundation of the Cornell University Foundation. Joan McCarty seconded. The motion carried by unanimous vote.
- The Board will discuss the FY18 Budget at the November meeting.
- As previously mentioned, the Capital Outlay request for a generator to power the full building will be resubmitted for FY18.

#### **Upcoming Meetings:**

- Trustees meeting-November 9, 2016 at 7:00 P.M., Brooks Free Library
- Trustees Annual Meeting with the Board of Selectmen-Monday, November 21, 6:30 P.M.- Town Hall

**Adjournment:** Joan McCarty made a motion to adjourn. Ann Emerson seconded. The motion carried by unanimous vote. The meeting adjourned at 9:08 P.M.

Respectfully submitted,



Kathleen Remillard, Secretary  
Trustee Brooks Free Library