

Brooks Free Library Board of Trustees

Wednesday, September 12, 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 7:00 p.m. Jeannie Wheeler, Joan McCarty (arrived at 7:20 p.m.), Ann Emerson and Bill Crowell were present along with Library Director Virginia Hewitt and Assistant Director Emily Milan. JoAnne Brown and Kathleen Remillard were both absent.
2. Approval of Minutes of August 8, 2018: Jeannie Wheeler made a motion to accept the minutes of August 8, 2018. Ann Emerson seconded and the motion passed unanimously without discussion.
3. Public Comment: none
4. Reports:
 - a. Chairman: The Chair reported the recent assistance of the Harwich Fire Association in procuring a state of the art AED for the library. Treasurer Crowell made a motion to authorize the Chair to send a letter of thanks to Harwich Fire Association for their assistance, Ann Emerson seconded and the motion passed unanimously without discussion.
 - b. Library Director: In addition to her written report, Ms. Hewitt announced that she will be unable to attend the Community Preservation Committee meeting on Sept. 13th but has submitted written documentation to the Committee updating them on pending projects.
 - 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. Procedure for Payment of Trustees Stipend: Vice Chair Joan McCarty arrived in time for a discussion regarding the Trustee stipend approved at ATM 2018. The Chair reported that the stipend can be paid monthly or annually but all members must agree on the frequency at which it is dispersed. It will be the responsibility of the Library to submit a payroll including the stipend to the Town Treasurer. After a brief discussion, the general consensus of the Board appeared to be that an annual payment would suffice though no vote was taken as several members were absent.
 - b. Update on Exterior Preservation Project: Ms. Hewitt reported that progress has been made on the exterior preservation project. As of the last report by Project Manager Sean Libby, approximately 40 percent of paint removal had been completed to date and the columns had been removed for restoration. Treasurer William Crowell requested an update on the trimming of the trees along the Main Street side of the building. Ms. Hewitt reported that a work order was submitted

but the work had yet to be completed. The Board also expressed interest in an updated timeline for completion of the project as well as a detailed report from the Project manager prior to the next Board meeting.

- c. Update on Pedestrian Safety: Ms. Hewitt noted that the Traffic Safety Committee recently reported that Harwich Center has been referred to Cape Cod Commission for a comprehensive traffic study. It was also noted that staff members have reported positive results from the addition of the pedestrian crossing signs and other related improvements to the Oak Street and Main Street intersection.

7. New Business:

- a. Vote to Accept Monetary Donations: none
- b. Vote to Dispose of Surplus Property: After review of the document provided by Staff Librarian Emily Carta, Joan McCarty made a motion to authorize the library to begin the process of disposing of surplus property. The motion, seconded by Jeannie Wheeler, was approved unanimously.
- c. Proposed revision to Gift Policy: Ms. Hewitt distributed a draft revision to the Gift policy which will be reviewed at the next Board meeting.

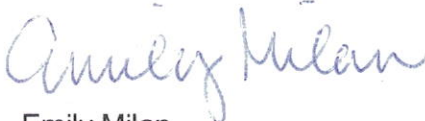
8. Trustee Reports and Requests for Next Meeting's Agenda: William Crowell invited trustees to join him for an author talk at Brewster Ladies Library on Oct. 14, 2018 where Jim Saunders will be discussing his book, Animal Dances.

9. Upcoming Meetings/Events

- a. Brooks Free Library Board of Trustees – Wed., October 10, 2018 - 7 pm – Brooks Library
- b. Mass. Board of Library Commissioners' Trustee Workshop- Thurs., Oct. 11, 2018 6-8 p.m. at Eldredge Library, Chatham

10. Adjournment: Joan McCarty made a motion to adjourn, seconded by Jeannie Wheeler, and the Chair adjourned the meeting at 8:04 p.m.

Respectfully Submitted,



Emily Milan

Assistant Director