

## Brooks Free Library Board of Trustees

Wednesday, Jan. 8 2014 7:00 pm

Thornton Room, Brooks Free Library

739 Main St., Harwich MA 02645

### Agenda

1. Call to Order/Attendance
2. Approval of Minutes of Dec. 11, 2013
3. Public Comment
4. Reports:
  - A. Chairman
  - B. Library Director
  - C. Building Maintenance Committee
    1. Emergency Light Inverter
    2. Septic Back-up
    3. Funds for Carpet Replacement
    4. Funds for Exterior Study
    5. Updates on other work
  - D. Liaison from Board of Selectman
  - E. Friends of Brooks Free Library
5. Correspondence:
6. Old Business:
  - A. Art, Historic and Cultural Collections
  - B. FY15 Budget and Articles
7. New Business:
8. Trustees' Report
9. Upcoming Meeting(s)
  - A. Next meeting – Wed. Feb. 12, 2014 - 7 pm
  - B. Protecting Our Cultural Heritage- presentation & kick-off meeting - 1 pm on Jan.23 2014 (snow date: Jan. 30, 2014)
10. Adjournment

**Authorized posting officer**

\_\_\_\_\_  
Virginia Hewitt

Brooks Free Library

**Posted by**

\_\_\_\_\_  
Town Clerk's Office

Agenda submitted electronically to Town of Harwich for posting Jan. 2, 2014

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Minutes  
**Brooks Free Library Board of Trustees**

Wednesday December 11, 2013  
Thornton Room, Brooks Free Library  
739 Main Street, Harwich, MA 02645

**Draft**

**Call to Order:** The meeting was called to order by Chair Mary Warde at 7:08 P.M. Present were Mary Warde, Jeanne Wheeler, Kathleen Remillard, William Crowell, Ann Emerson, Joan McCarty. Also Present Virginia Hewitt, Library Director; Clarice Brown, Friends of the Brooks Free Library and Linda Cebula, Liaison from Board of Selectmen.

**Approval of Minutes:** Joan McCarty made a motion to accept the November 13, 2013 minutes. William Crowell seconded and it carried by unanimous vote.

**Reports:**

**Library Director:**

- Ginny reviewed her report.
- The Youth Services Librarian submitted a letter of intent to apply for a Library Services and Technology Act grant for "Serving Teens and Tweens." The \$15,000 grant will improve services to middle and high school students.
- The Harwich Oracle will cease publication this year. Ginny spoke to Alan Pollock from the Cape Cod Chronicle. He will give the library an article column every other week beginning in January 2014.
- Ginny is a member of COSTEP (Coordinated State-wide Emergency Planning) and serves as the Cultural Resource Officer on the Harwich Emergency Management Team. The purpose of the committee is to help local cultural heritage organizations protect their buildings and collections by preparing disaster plans. The first community meeting is planned for January 23, 2014.

**Building Maintenance Committee:**

- Jeanne Wheeler met with Facilities Manager Sean Libby. Jeanne will be sending him a list of all library building and maintenance vendors. He also asked Jeanne to forward his contact information to the vendors.
- The cost of the liner for the Septic pipe (\$5500) is not reimbursable as it does not meet the insurance deductible. Ginny will begin the process for a reserve fund transfer.

**Liaison from Board of Selectmen**

- Articles for Town Warrant should be submitted to the Board of Selectmen by December 30, 2013.
- Department Heads will be meeting with the new Town Administrator.

**Friends of Brooks Free Library**

- Santa will arrive at the library on Saturday December 14<sup>th</sup> at 4:00 P.M.

**New Business:**

- Ginny handed out a draft of potential articles for the May 2014 Annual Town Meeting.

William Crowell made a motion to submit three articles as printed for inclusion into the May 2014 Annual Town Meeting Warrant with the possible addition to the salaries figures depending on additional costs of workers compensation insurance, health insurance and other benefits. Jeanne Wheeler seconded and it carried by unanimous vote.

**Upcoming Meetings:**

- Ginny will notify the Board of any changes to dates and times.

**Adjournment:**

- William Crowell made a motion to adjourn. Ann Emerson seconded and it carried by unanimous vote. The meeting was adjourned at 8:16 P.M.

Respectfully submitted,

Kathleen Remillard  
Secretary

**Brooks Free Library  
Library Director's Report  
Jan. 4, 2014**

**Administrative/Operations:**

Holiday Hours

The 10-2 hours on Christmas Eve and New Year's Eve were very popular. 576 items were checked out Christmas Eve, 144 per hour, well above the 93/hour average for December. New Year's Eve was even busier. 875 items were checked out, 237/hour, exceeding circulation rates on some of the busiest summer days. Most users came in for a short time, long enough to pick up some books and movies. A smaller number than usual came in to read newspapers and use computers but those who did were grateful for the opportunity.

Snow Closing:

The Town closed the Library and non-essential departments at 3 pm on Thurs. Jan. 2nd and we were closed on Friday, Jan. 3<sup>rd</sup>. The Library was very busy as the snow started on Thursday. 799 items (160/hour) were checked out on Thursday before we closed.

Protecting Our Cultural Heritage

As discussed last month, the first community meeting of this local initiative of COSTEP Massachusetts (Coordinated State-wide Emergency Planning) will take place on Thurs. Jan. 23<sup>rd</sup> at 1 pm. Invitations will be distributed shortly.

Integrated Library System (ILS)

The CLAMS system has been stable since the server was replaced and the automated system was upgraded in early December. The consortium plans to migrate to Sierra, a new Integrated Library System, on Jan. 20<sup>th</sup>. No initial changes are planned for the online catalog, so the public shouldn't experience any difficulties. Staff modules for circulation, cataloging, etc. will be new, so training will be needed. Data may not migrate smoothly, so there could be some disruptions in service while we resolve errors with patron and bibliographic records, check-outs and hold lists. Staff Librarian Emily Milan will set up 6 new staff computers before the migration to Sierra.

Newspaper Column

The Cape Cod Chronicle has offered us a bi-weekly column now that the Harwich Oracle is no longer publishing. The first column will appear in their Jan. 9<sup>th</sup> edition.

Technology Assistance

The Book-A-Librarian service begins this month. Patrons will be able to schedule an appointment with a staff member for one-on-one assistance. We're also offering two drop-in E-Book Help sessions per week, on Thursdays and Saturdays from 1 to 3 pm, to

provide post-holiday assistance to new recipients of e-readers and other devices. Tech Talks this month include I-phone photography on Jan. 14 and Google Drive on Jan. 25<sup>th</sup>.

### Programs

This month's special programs include a talk on Jan. 18th by artist Pamela Chatterton-Purdy about her new book, "Icons of the Civil Rights Movement" and Crocheting for Beginners on Jan. 4 and 11. The Friends sponsored a talk by Michael Lach of the Harwich Conservation Trust "Saving Special Places" on Sun. Jan 5. The next program in their "First Sunday" series is Valentine Mysteries will author Leslie Meyer on Feb. 2<sup>nd</sup>.

### Serving Teens and Tweens Grant Application

Staff members will attend a Mass. Board of Library Commissioners grant workshop in Somerset on Jan. 17<sup>th</sup>. We're meeting with the Youth Services Committee and Youth Counselor Sheila House on Jan. 7<sup>th</sup> about collaborating on this project.

### Meeting Room

Two years ago, after complaints to the Selectmen that free use of our meeting room was negatively impacting Community Center revenue, I documented this was not true and provided that information to the Town Administrator, Selectmen and Community Center. The data demonstrated use of our meeting room by non-Library groups was extremely limited and did not affect Community Center revenue. Provided with the facts, the Selectmen were satisfied and determined no further discussions were necessary. The Community Center Manager recently raised the issue at the monthly department head meeting on Dec. 21<sup>st</sup>, however, again asserting that free use of our meeting room reduces Community Center revenue and urging Town Administrator/Selectmen action to resolve the problem. I reminded everyone that the facts I provided several years ago demonstrated this is not true, but the incoming Town Administrator was asked to look into this. The Trustees will need to be involved if future discussions are scheduled since this involves your Meeting Room Policy.

I have reviewed our meeting room records for FY13. Only four organizations used our meeting room and their use had zero impact on Community Center revenue: one organization is a Town committee and wouldn't pay to use the Community Center, one group can't be accommodated at the Community Center so there was no loss of revenue, another met here several times but also paid the Community Center yearly room use fee, and one small, informal group met here twice but would not have paid to meet in any public space. I've provided the data, previous correspondence, additional information and a copy of your Meeting Room Policy separately in your packets.

### **Maintenance:**

#### Septic back-up

Last month I submitted a Reserve Fund Transfer request seeking \$7566.42 to cover the cost of the septic backup and repair. (\$395.00 for the inspection of drain pipe, \$1671.42 for clean up and \$5500 to install liner in main drain.) The Finance Committee

encumbered those funds for us, meaning they will transfer them to our Maintenance line later in the year if needed. The invoices for the inspection and clean-up have already been paid. I've relayed this funding approval for the repair work to Highway and Maintenance and asked they proceed with contracting for and scheduling the work.

#### Other Maintenance:

With the holidays and snow closings, I haven't updated the Maintenance Spreadsheet for the end of December. Several HVAC repairs and electrical work have been authorized but not yet scheduled by the contractors. I don't have updates from the Highway & Maintenance on repairs to automated doors, the leak on the Mezzanine or any new information on the emergency light inverter.

#### **Financial:**

##### FY15 Budget Request

The new Town Administrator, Chris Clark, started work Dec. 30<sup>th</sup>. Departments haven't been advised of the results the Interim Town Administrator's review of departments' budget requests, so I have no information to report. The Town Administrator's budget recommendations should be presented to the Selectmen in the next few weeks.

##### Community Preservation Act Funding Requests

The Community Preservation Committee approved our request for \$25,000 for an exterior study of the historic portions of the building and will submit the Town Meeting article for the project. They'll also submit an article to re-purpose \$38,000 previously approved for the Brooks Block so that it can be used for work on the Brooks Block or Bank building, whatever the study recommends as a priority.

Town Meeting Articles: Following your votes, three articles were submitted:

#### I. REPLACE CARPETING AT BROOKS FREE LIBRARY

To see if the Town will vote to raise and appropriate, transfer from available funds or borrow a sufficient sum of money to replace the carpeting at Brooks Free Library and to act fully thereon. By request of the Brooks Free Library Board of Trustees. Estimated Cost: \$112,000.

*Note: The Capital Outlay Committee has voted to include this project in the FY15-FY21 Capital Plan. Town officials will need to identify a source of funding.*

#### II. INCREASE STAFF LIBRARIAN HOURS

To see if the Town will vote to raise and appropriate, transfer from available funds or borrow a sufficient sum of money to increase the hours of the Staff Librarian from 18 to 30 hours per week. Cost: \$16,173.

*Note: When submitting the article I advised the Town Administrator that this \$16173 was included in our FY15 budget request and that the indirect payroll*

*costs, including health benefits, would be approximately \$11,131. Indirect payroll costs are not included in departments' salary lines. I included the information with the submission to the Town Administrator so he can determine how/where to include those funds, consistent with other departments' requests.*

### III. FUNDING TO RESTORE OPEN DAYS AT BROOKS FREE LIBRARY

To see if the Town will vote to raise and appropriate, transfer from available funds or borrow a sufficient sum of money to restore 6 days of library service per week. Estimated Cost: \$75077.

*Note: This amount consists of \$72996 for the Library budget (\$64029 Salary & Wages, \$6293 Electric and \$2674 Gas) and \$2081 in indirect payroll costs for the Treasurer's budget for adding hours to part-time positions without benefits.*

#### State Aid to Libraries:

The Mass. Board of Library Commissioners has notified us that the Town met the library certification standards and sent the initial distribution of FY14 State Aid, \$6136.14. The Accountant will transfer half, \$3068.07, into the Brooks Library State Aid account and distribute the other half to the Harwich Port and Chase libraries.

#### FY14 Budget balances through Dec. 31, 2013

AREA OF EXPENDITURE	Appropriated Amt	Spent	Remaining Balance	Percent Spent
Advertising	\$160.00	\$40.50	\$119.50	25%
Dues, Subs & Travel	\$2,100.00	\$1,662.33	\$437.67	79%
Electric	\$30,848.00	\$14,610.44	\$16,237.56	47%
Maintenance & Repair	\$40,000.00	\$19,807.21	\$20,192.79	50%
Library Supplies	\$11,270.00	\$6,347.97	\$4,922.03	56%
Educational Supplies	\$100,000.00	\$59,236.16	\$40,763.84	59%
Gas	\$13,000.00	\$1,325.46	\$11,674.54	10%
Office Supplies	\$4,050.00	\$2,775.83	\$1,274.17	69%
Professional & Tech	\$40,147.00	\$20,626.70	\$19,520.30	51%
Water	\$957.00	\$400.64	\$556.36	42%
Total Library Expenses	\$242,532.00	\$126,833.24	\$115,698.76	52%
Wages & Salaries	\$449,663.96	\$210,508.69	\$239,155.27	47%
<b>TOTAL</b>	<b>\$692,195.96</b>	<b>\$337,341.93</b>	<b>\$354,854.03</b>	<b>49%</b>

*Respectfully submitted,  
Virginia A. Hewitt  
Library Director*

## BROOKS FREE LIBRARY MEETING ROOM POLICY

*The Trustees support the philosophy that facilities provided with public funds for public purposes should be made available to community groups whose activities are educational, cultural, civic or charitable in nature. Therefore, the Trustees shall permit such organizations to use the library facilities for worthwhile purposes when such purposes will not interfere with the library's operations or programs.*

The Director or designee is authorized to approve and schedule the use of library facilities in accordance with the above statements and in line with the following conditions and exceptions:

1. Programs are to be approved by the Director and be educational, cultural, civic or charitable in nature and must be open to the public.
  - a. Use of facilities for library purposes (i.e. Friends of the Library, Board of Trustees) shall take precedence over all other uses.
  - b. Requests by non-profit groups shall take precedence over requests of other than non-profit groups.
  - c. Use by Harwich sponsored groups shall take precedence over out of town or Cape-wide groups.
  - d. Library facilities shall not be used for money-raising events sponsored by non-library-related groups except when proceeds are used for charitable, educational or civic purposes.
  - e. Facilities may be booked by local religious and political groups on the same basis that they are booked by other groups. *No outside group or organization will be permitted to use the facilities as their regular meeting place.*
  - f. The Library's meeting room may not be used by for profit individuals or groups that are using the room to meet potential clients or maintain contact with their clients.

**No use of library facilities shall be permitted for groups who advocate unconstitutional or illegal acts, whose activities are contrary to the best interests of the community and/or to the welfare of its members nor for a function that presents an obvious danger to the safety of persons or property.**

2. All bookings are to be made on a first come, first served basis, by signed application at least two weeks and not more than ninety days in advance. Satisfactory identification is to be supplied by the group's representative. The Library may request verification of an organization's non-profit status. Requests for use of facilities may be subject to reasonable charges to cover supervision, utilities, clean-up, custodial services, police details, etc. Any exceptions will be by a vote of the Trustees. Decision will be made on a case by case basis.

3. The sponsoring organization is responsible for setting up the room and returning it to its proper condition. Limited kitchen facilities are available and refreshments may be served at the discretion of the Director.  
No alcoholic beverages of any kind are allowed in the building or on the grounds at any time. No smoking is permitted in the building or on the grounds at any time.
4. The sponsoring organization shall be responsible for any damage or misuse of the room and/or its equipment. The sponsoring organization is responsible for adherence to all fire, safety and capacity laws and regulations.

The Town of Harwich, the Brooks Free Library, its Board of Trustees, Director, employees and volunteers assume no responsibility for the injury to or loss, theft or damage of any property of any individual, group or organization using the library facilities.

The Board of Trustees of Brooks Free Library establishes the policy regarding the use of library facilities and is the sole authority in interpreting these regulations. The Director has the supervisory responsibility delegated by the Board of Trustees.

*Any and all parts of this policy may be revised, modified or amended by the Board of Trustees at any time. Exceptions to the rules concerning the use of library facilities can be made only by a vote of the Board of Trustees.*

Brooks Free Library  
Thornton Meeting Room Policy  
Modified by the Board of Trustees on August 13, 2003

## **FY13 Use of Brooks Free Library Meeting Room**

12/30/13 V Hewitt

### FY13 Data on Use of Meeting Room

The following is a complete list of FY2013 use of the Library meeting room for anything other than use by the Library for our programs, staff meetings and Trustee meetings. The data documents only 4 organizations used our room and their use had zero impact on Community Center revenue.

1. The Harwich Cultural Council meets at the Library. As a Town committee, they would not be charged at any Town facility.
2. The Cape Cod Viewfinders Camera Club has met 2 evenings per month from 6:30 to 10:30 pm Sept. through June for many years. They met 16 times in FY13. The Community Center is not been able to accommodate this large group for several reasons - the Multi-purpose Room hasn't been available, and the group would have to finish by 9:45, which would curtail their ability to do the educational workshops, exhibitions and competitions that are part of their meetings. They cannot start their meetings earlier as they do not want to exclude working-age people, so if they couldn't meet at the Library they'd find a location that could accommodate the later ending time. In FY13 they paid \$35 for one-time use of a room at the Community Center when they needed to change their meeting because of a holiday and our room wasn't available.
3. The Harwich Senior Players met here twice for rehearsals. They also practice at other locations – Brooks is just one rehearsal site. They give free performances at the Library (and other venues such as nursing homes and senior centers.) They wouldn't pay to use a room. If no public space was available, they'd meet in members' homes.
4. Lower Cape Cod Crush Softball – a youth girls softball league - met at the Library 3 times. They also paid \$150 to use the Community Center in FY13.
5. A Girl Scout troop meet in our Children's Room (not the meeting room) one time in FY13 when their normal meeting time/place was unavailable due to a scheduling issue. Their group that had already paid \$150 for FY13 Community Center use.

### Additional Information on the Meeting Room

FY13 records show use of the room by others has become even more limited in the past 2 years. We had 1019 programs of our own in FY13, up from 978 in FY11. Space in our parking lot is at even more of a premium- we don't allow groups of 15+ during open hours and require those of 10-15 to park at Brooks Park or Town Hall.

Providing free meeting room space when able to do so is a standard library service across the nation. It's been a provision of the Trustees' Meeting Room Policy since the Friends paid to construct the room in the unfinished basement in 1999. This is not something new that started with our most recent Long Range Plan.

No custodial service is provided, so there are no staffing costs incurred when organizations use the room on days the Library is open. This differs from the Community Center, where custodians set up furniture and clean the room between users. A staff member must come in when a non-Library group uses the room on Sundays and Mondays when the Library is closed, so a custodial fee is charged to cover the staffing costs on those days. Organizations rarely pay to use the room on days the Library is closed (0 uses in FY13).

We frequently receive room requests we can't approve, which we refer to the Community Center. We have no way of knowing whether those groups book rooms there or not. While the facts demonstrate use of our room is not a factor limiting Community Center revenue, organizations looking for meeting space do have a number of free and low-cost alternatives - the Chamber of Commerce, the Royal and Stop & Shop, for example. Neighboring towns also have libraries, recreation/community centers and other meeting spaces.

**Brooks Free Library**  
739 Main St. Harwich MA 02645  
508-430-7562, email: vhewitt@clamsnet.org

From: Ginny Hewitt, Library Director  
To: Jim Merriam, Town Administrator  
Subj: Room Use Fees  
Attachment: FY2011 Data - Use of Library Meeting Room  
CC: Board of Trustees  
Board of Selectmen  
Community Center Facilities Committee  
Date: Jan. 26, 2012

At the Jan. 23<sup>rd</sup> Selectmen's meeting you relayed the Facilities Committee perception that free use of our meeting room reduces Community Center revenue, so I'm writing to provide the facts. Their perception is not based on the facts, as the attachment clearly demonstrates. Use of our meeting room by community groups is extremely limited and does not negatively impact the Community Center. The following information is also provided for clarification:

1. We provided 978 programs in FY11 – book groups, writers groups, knit-lit, brown-bag lunch groups, after-school Wii Sports, Lego Mania and Chess as well as lectures, author talks, concerts and other performances. We have tripled the number of programs we offer in the past 10 years, so perhaps some people have the false impression that these activities are provided by groups that book our meeting room. In fact, they are Library programs - organized and presented by our staff members and volunteers.
2. In keeping with the promise to the community, our meeting room is available for use by community groups. The Friends of Brooks Free Library paid to construct the Thornton Room in the unfinished basement and to furnish it. In addition, providing public gathering space is included the “Commons” service response in our Long Range Plan.
3. Unlike the Community Center, custodial service is not provided for meeting room use. Users arrange furniture, clean up after themselves, and reset the room. There are no additional costs or services provided on days the Library is open. The facility was designed to allow meeting room use without a staff member present. After-hours, users can only access that room. They lock the doors themselves and the basement security alarm activates automatically. On days the Library is closed, a staff member is needed for the security alarm and elevator, so the custodial fee is charged to cover that staffing cost.
4. While other groups are allowed to use our room, the truth is they have very little opportunity to do so. With so many of programs, we have difficulty finding time to schedule our own. Parking is also a concern, so we don't allow “large” groups (15+ attendees) to use the room during Library hours. Groups with 10-15 attendees are told they'll need to park off-site, which usually decide to meet at a different location.

I hope future discussions on this subject will be based on the facts. It's also important to recognize that a public library has a different mission and function. We are careful to maximize efficiencies and reduce costs, but a public library has never been intended to be a revenue generator. The Trustees and I would be happy to answer any questions or meet to discuss this.

## FY2011 Data - Use of the Library Meeting Room

The following is a complete list of FY2011 bookings of the Library meeting room for anything other than use by the Library itself for our programs, staff meetings and Trustee meetings:

6. The Harwich Cultural Council meets at the Library. As a Town committee, they should not be charged at any Town facility.
7. The Family Pantry's Board of Directors has held their monthly meeting at the Library for many years. Paying a room use fee would detract from their ability to help community members in need, so it's unlikely they would pay to book any facility.
8. The Cape Cod Viewfinders Camera Club has met here 2 evenings per month from 6:30 to 10:30 pm from Sept. through June for many years. The Community Center has not been able to accommodate them - the Multi-purpose Room hasn't been available and they would have to vacate the room by 9:45, which would curtail the Club's ability to do the educational workshops, exhibitions and competitions that are part of their meetings.
9. The Harwich Senior Players, a COA-affiliated drama group, met 9 times. They also practice at other free locations - the Library is just one of their free rehearsal sites. In appreciation, they give free performances here at the Library (and at other venues.) As a small group of volunteers, they wouldn't have paid to use another facility.
10. Cranberry Valley 9-Hole Women's Golf Assn, also associated with a Town department, met 3 times. They could have met at the Golf Course had they not been allowed to use our meeting room, so they wouldn't need to pay to use another facility.
11. The Gourmet Group of Chatham-Harwich Newcomers met here once with Librarian Suzanne Martell as the featured speaker for a talk on cooking and nutrition resources available at the Library. Because Suzanne was presenting the program, this was also a Library program. In addition, the Newcomers had already paid to use Community Center.
12. A Daisy Troop met 6 times in the spring of 2011 after their normal meeting place, St. Peter's Lutheran Church, was damaged by a vehicle. Other Town facilities also accommodated groups displaced while the building was repaired. This troop would have met in private homes and wouldn't have paid a room use fee at another facility.
13. An informal study group used the meeting room twice. They could have used any public space without a reservation, and would not have paid to book a room at any facility.
14. The meeting room was used 4 times for one-time, small informal meetings in a convenient location (for ex. one group of 3 or 4 were members of a regional veterans organization, some from Outer Cape and some from off-Cape, that needed a central location to get together to do some planning.) They could have used a public Library space without a reservation, and would not have paid to book a room at any facility.