

**Brooks Free Library Board of Trustees**  
**Monday, Nov. 17, 2014 7:15 pm**  
Thornton Room, Brooks Free Library  
739 Main St., Harwich MA 02645

Agenda

1. Call to Order/Attendance
2. Approval of Minutes of Oct. 8, 2014
3. Public Comment
4. Reports:
  - A. Chairman
  - B. Library Director
  - C. Building & Grounds Committee
  - D. Liaison from Board of Selectman
  - E. Friends of Brooks Free Library
5. Correspondence:
  - A. Budget Messages from Town Administrator and Board of Selectmen
6. Old Business:
  - A. Update on Capital Plan Submissions
  - B. Update on Requests for Community Preservation Act funds
  - C. Update on Rogers Group
7. New Business:
  - A. Acceptance of Donations
  - B. FY16 Budget Request – discussion and vote
  - C. Vote to Submit Amendment to Section 6-7-2 of the Town Charter
  - D. Holiday Hours
8. Trustees' Report
9. Upcoming Meeting(s)
  - A. Next Trustees meeting – Wed. Dec. 10, 2014 at the Library, 7 pm
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

*If you are deaf or hard of hearing or are a person with a disability who requires an accommodation, contact the Library at 508-430-7562 or [brooksfreelibrary@clamsnet.org](mailto:brooksfreelibrary@clamsnet.org).*

**Liaison from the Board of Selectmen:**

- None.

**Friend of Brooks Free Library**

- None.

**Correspondence:**

- None.

**Old Business:**

- William Crowell reported that Paul Probolus has left the Cape Cod 5 and there will be a new Account Manager.
- Capital Projects Requests through 2019 are included in Trustee Packets.

**New Business:**

- There will be a Disaster Preparedness workshop for Cultural and Historic Organizations at the Brooks Free Library Monday October 27, 2014 from 9:00 A.M. to 3:00 P.M.
- Town By-Law Charter Review Committee will meet next October 15, 2014, 6:00 P.M. Town Clerk's Office.
- William Crowell made a motion to submit an amendment to the May 2015 Annual or Special Town Meeting to amend Section 6-7-2 of the Town Charter by striking the word "professional" from the phrase "appointment of professional library staff" and to authorize the Chairman to obtain guidance on correct wording of the article and procedures for submission from the Town Administrator, Board of Selectmen and/or Town Counsel as necessary. JoAnne Brown seconded. The motion carried by unanimous vote.

**Upcoming Meeting (s)**

- Trustees' Annual Meeting with Board of Selectmen – Monday November 17, 2014.

**Adjournment:**

- JoAnne Brown made a motion to adjourn. William Crowell seconded and it carried by unanimous vote. The meeting was adjourned at 8:35 P.M.

Respectfully Submitted,

Kathleen Remillard  
Secretary

**Library Director's Report**  
**Nov. 13, 2014**

**Administrative:**

Personnel:

We selected Megan Hoyer for the Administrative Assistant position and she started work on Nov. 3<sup>rd</sup>. We are in the process of hiring Carey Sims as a substitute, with a tentative starting date of Nov. 21<sup>st</sup>.

**Operations:**

Disaster Preparedness Training

The Oct. 27<sup>th</sup> Disaster Preparedness training went well with 13 library staff members and 13 representatives from Town departments, community cultural and historic organizations attending. Deputy Fire Chief Kent Farrenkopf gave an excellent fire safety presentation, which included a practical demonstration on the proper use of fire extinguishers. Gregor Trinkaus-Randall from the Mass. Board of Library Commissioners led the remainder of the workshop, providing hands-on experience in the salvage of wet materials. A copy of the article and photo from the Cape Cod Chronicle and their editorial on COSTEP Harwich is included in your packets.

The next COSTEP Harwich activity will be a meeting in December of the local cultural heritage organizations to assess what has been done so far and to plan future activities.

Brooks Academy Museum

Desiree Mobed, Director of the Harwich Historical Society, provided a special tour of Brooks Academy Museum for our Reference Librarian and other staff members on Oct. 27<sup>th</sup>. It was a great opportunity for our Reference staff to learn about the historical collections and resources available at the Museum.

Town & Chamber Branding Committee

The Committee met in October and will meet again shortly to review the vendor's progress and provide feedback on their findings.

Holiday Hours:

Many of the people that come to the Library on Christmas Eve and New Year's Eve are just stopping in to pick up some books or videos. They don't spend an extended amount of time here. A smaller number of community members, however, do come and spend an hour or two reading magazines, using the computers, etc., and tell us they appreciate the Library being open because they don't have family in the area and the holidays can be difficult time. With fewer people engaged in other activities, it can seem like it's not that busy those two days, so there has been some discussion among staff members of whether we should be open or, if we are open, if we should close earlier, at 12 or 1 pm.

In preparation for your discussion on holiday hours, I reviewed circulation data from last year when we were open 10-2 both days. These counts are well above the average for the month of December (28 patron sessions per hour and 83 items checked out per hour) so they do show the value of being open – and of being open until 2 pm. I am recommending the Library be open from 10 am to 2 pm on Christmas Eve and New Year’s Eve, which strikes a nice balance of providing services to the community members who want the service while also accommodating staff members holiday plans.

Dec. 24th		Number of Patron Check-out Sessions	Number of Items Checked Out	
10 am - 11 am		49	114	
11 am - 12 pm		48	140	
12 pm - 1 pm		40	167	
1 pm - 2 pm		35	146	
Totals		172	567	Patron sessions per open hour 43 Items checked out per open hour 141.75

Dec. 31st		Number of Patron Check-out Sessions	Number of Items Checked Out	
10 am - 11 am		44	129	
11 am - 12 pm		70	192	
12 pm - 1 pm		75	240	
1 pm - 2 pm		78	300	
Totals		267	861	Patron sessions per open hour 66.75 Items checked out per open hour 215.25

**Building Maintenance:**

HVAC

The HVAC system has two thermostats in multiple areas around the building – one controls the baseboard heat and the other controls ventilation and air conditioning. The Cape Light Compact-funded energy efficiency project several years ago was originally planned to replace the system of two thermostats with one integrated thermostat in all locations, but that part of the project was dropped when complications arose. This month Healthy Air installed new integrated thermostat in the Cahoon Room as a trial project. This type of thermostat has the ability to be connected to a network in the future so it can be monitored and controlled online.

Flickering Lights

Relco (Reilly Electric) has determined the problem with dimming and flickering lights, which has been going on for over a year, is due to corrosion on the main electrical service panel, where the power comes in to the building. The main power to the building will have to be shut off for the repair so they have requested an appointment with NStar to schedule the work. We have asked that the work be done on a Monday, when it will be less disruptive, and scheduled in advance. No date has been set yet.

Carpet Project:

Jeannie Wheeler and JoAnne Brown, co-chairs of the Building and Grounds Committee, have been working with Beth Williams of Elizabeth Williams Interior Design in Harwich Port. Beth worked on the Brooks Free Library renovation and has experience with re-carpeting and design projects at a number of libraries. She's arranged meeting with movers and carpeting vendors and will provide all the specifications needed for the procurement process. She will also be assisting us with evaluating and re-designing several work stations and public spaces.

Capital Outlay Requests

Our meeting with the Capital Outlay Committee is scheduled for Tuesday, Nov. 18th in the small hearing room at Town Hall. The Library is scheduled for 6 pm.

**Financial:**

FY15 Budget Balances -The spreadsheet for Oct. 30, 2014 is included in your packets.

FY16 Budget Request

I'm still working on the FY16 budget, which, as instructed, will include funds to re-open the Library on Mondays. I will forward those documents to you shortly so you'll have time to review them prior to the discussion and vote at Monday's meeting.

Respectfully submitted,

Ginny Hewitt  
Library Director

FY15 Budget Balances  
10.31.14

AREA OF EXPENDITURE	Appropriated Amt	Spent	Remaining Balance	Percent Spent
Advertising	\$160.00	\$21.75	\$138.25	14%
Dues, Subs & Travel	\$2,325.00	\$925.53	\$1,399.47	40%
Electric	\$31,465.00	\$9,377.00	\$22,088.00	30%
Maintenance & Repair	\$48,555.00	\$15,511.13	\$33,043.87	32%
Library Supplies	\$13,900.00	\$3,994.06	\$9,905.94	29%
Educational Supplies	\$120,000.00	\$46,671.52	\$73,328.48	39%
Gas	\$13,369.00	\$357.07	\$13,011.93	3%
Office Supplies	\$4,200.00	\$2,108.79	\$2,091.21	50%
Professional & Tech	\$42,057.00	\$38,046.65	\$4,010.35	90%
Water	\$981.00	\$297.94	\$683.06	30%
Total Library Expenses	\$277,012.00	\$117,311.44	\$159,700.56	42%
Wages & Salaries	\$487,855.68	\$181,310.66	\$306,545.02	37%
<b>TOTAL</b>	<b>\$764,867.68</b>	<b>\$298,622.10</b>	<b>\$466,245.58</b>	<b>39%</b>

## Trustees Report of the Assistant Director

November 2014

**Staff Training:** We have a scheduled Staff Training on Readers' Advisory on Monday, November 17 from 10-1. We will discuss the books we read from the Historical Fiction and Western genres. We will then switch gears and watch a webinar on how to do a book talk. Book talks are short "commercials" about books that entices the reader to want to read it. Once the staff has some practice at doing them we will start filming clips to be aired on Channel 18.

**Programming:** Sally Matson who portrayed Susan B. Anthony had 47 attendees for the Friends first Sunday of the month program. The workshop on Genealogy How-to for Beginners with Joan Frederici of the Genealogical Society had 12 attend. The Better Business Bureau lecture on Fraud Prevention on Thursday, October 9 at 6:30 p.m. had only 3 attendees. Only One Chance: How Environmental Pollution Impairs Brain Development—and How to Protect the Brains of the Next Generation offered by GreenCAPE had only 3 participants. The Friends program in November with Roy Mannell talking about the Cahoon Paintings was held on that really rainy and windy day. They had 15 attendees in spite of the weather. The Book Page Wreath workshop was full the first Saturday of November with 15 individuals. The new Evening Writers group led by Donna Tavano began on Thursday, November 13 at 6:30 p.m. It will meet monthly on the 2<sup>nd</sup> Thursday of the month. On Saturday, November 15, a former U.S. Customs inspector will give a slide show presentation on what it was like to work as a customs officer talking about gun-running, money laundering, people smuggling and terrorism as well as the individuals that fight to keep America safe.

In December we will be making the Shimmering Christmas Trees out of magazine pages on the first Saturday during Christmas in Harwich. The Friends of Brooks Free Library are having a local group, the Crabgrass Bluegrass Band. The last time we had them here, we had to turn quite a few people away. There will be a number of Technology Talks led by Emily Milan and we will continue our regular books groups, Knit Lit and Writers Groups.

**Harwich Reads:** The Programming Committee will meet on Tuesday, November 18 at 1:00 p.m. Individuals from the Harwich Chamber of Commerce, the Cultural Council, Harwich Junior Theater, Ann Carpenter, Jennifer Pickett, and representatives from Chase Library and possibly Harwich Port Library. During this meeting, we will look at all of the calendars and decide which date to start. We are planning to have a community dinner at the Cape Cod Tech Regional High School with soup, salad and bread hopefully cooked by the Tech students as the kick-off event with some form of entertainment or lecture. Once that date is set, we can plan the other activities from there. Cape Cod Embroidery has made a logo for us that we can use on our publicity and possibly get book bags or some other commemorative item for promotional purposes. A complete schedule of programs as well as a flyer with everything listed should be available by early January.

Respectfully Submitted,

Suzanne Martell

The Cape Cod Chronicle Harwich Edition 11/06/2014 Almanac

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## Preservationists Learn About Disaster Preparedness

by Alan Pollock

**HARWICH**—After a disaster, a community might focus on fixing its infrastructure: roads, utilities and essential services. But history has shown that, without quick action, floods, fires and other disasters can cause irreversible damage to a community's cultural resources, too.

Meeting last week at the Brooks Free Library, local preservationists, librarians

together local cultural leaders and public safety workers to discuss preparedness and response topics.

The Oct. 27 workshop in Harwich included a presentation by Gregor Trunkaus-Randall, a preservation specialist from the state board of library commissioners, who talked about disaster planning and how to salvage wet documents. Deputy Harwich Fire Chief Kent Farenkopf gave a talk on

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**“It’s great preparation for how to respond when you come in one morning and find a pipe has burst or the roof leaked.”**

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**GINNY HEWITT,**

**DIRECTOR BROOKS FREE LIBRARY**

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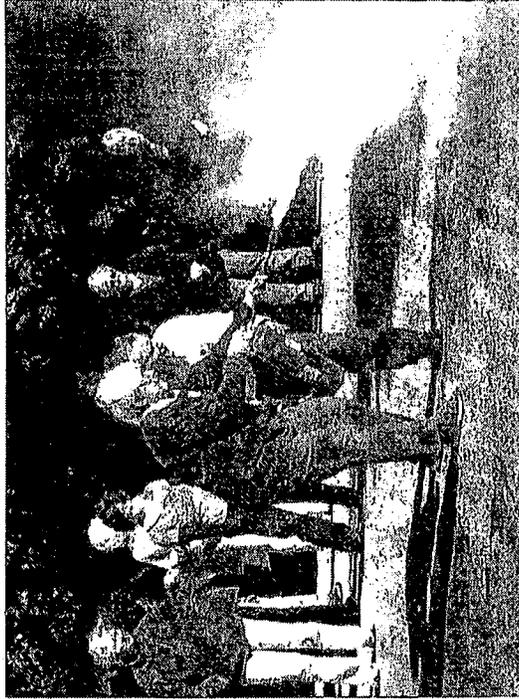
and other cultural officials learned some practical skills to respond to disasters that threaten important documents or artifacts.

“It was a really successful day,” Brooks Free Library Director Ginny Hewitt told the board of selectmen last week. The workshop was sponsored by the library, the town’s emergency management department, and the local Coordinated Statewide Emergency Preparedness group, or COSTEP. Modeled after a state program, COSTEP brings

fire safety and gave participants the chance to use a fire extinguisher on a small fire lit in the parking lot. It was a great hands-on opportunity, Hewitt said.

“It’s great preparation for how to respond when you come in one morning and find a pipe has burst or the roof leaked,” she wrote in an email to *The Chronicle*.

The need for COSTEP was underscored by the 2011 tornado that ravaged Monson,



Bev Nightengale, the historian from Pilgrim Congregational Church in Harwich Port, practices using a fire extinguisher with Deputy Fire Chief Kent Farenkopf. COURTESY PHOTO

Mass., leveling many town buildings without causing any collateral damage from including the library, taking with it many standard firefighting techniques.

Last year, Harwich developed its own COSTEP group on the state model, and the town has developed its own plan for protecting cultural resources from disasters. The town’s emergency management committee now has a new position, cultural triage officer, which Hewitt holds.

# EDITORIAL

## COSTEP Makes Cultural Treasures Disaster-Resistant

There's no doubt that COSTEP needs a better name. It sounds more like a square-dancing workshop than an emergency management group. But the idea makes a lot of sense.

Modeled after a state Coordinated Statewide Emergency Preparedness initiative, COSTEP thinks beyond obvious emergency management activities like public safety, sheltering and public health, and looks at ways to protect a community's cultural resources.

Disasters happen without warning, and three years ago, residents of Monson, Mass., couldn't have been more surprised when a tornado ripped through town. In addition to the damage it caused to infrastructure, the storm destroyed a number of historic buildings and damaged precious documents in the town's library and other buildings.

In Harwich and Chatham, we pride ourselves on historic preservation and cultural resources, and so it makes sense to consider ways to prevent, prepare for and respond to disasters that threaten them. We congratulate Harwich officials for embracing the idea and creating their own COSTEP group. It's one example of the synergy that comes when town departments and community groups come together.

Whether it's for a cultural resource, a business or our own households, the time for disaster planning is before the emergency happens – not when fire breaks out or the roof starts leaking.

## November Report from Youth Services

Our annual Halloween Parade had an enormous turnout, with nearly twice as many people as our previous record. Alan Pollock from the Chronicle was on hand to take pictures for the paper. There was a lot of positive feedback from parents about the event.

In October Senior Library Technician Lynne Grazaidei and I attended the Mass. Library Association's Teen Summit conference. The conference focused on programming ideas and general strategies for working with teen patrons, some of which the Youth Services team is planning to implement in the upcoming months.

This month I traveled to New York City to present the Jane Addams Children's Book Award, a nationally recognized award for children's books featuring social justice themes. I've been on the national committee for eight years, a position I took over from Suzanne Martell. This year I'm will be the committee chair.

This month I made a short presentation to the Monomoy Regional Middle School staff assembly about the many ways that the library and school can work together for our students. Flyers about our teacher-specific resources were handed out.

This month's Engineering Challenge will take place on Sat. Nov. 22. Students and family members will be challenged to build a "hurricane" proof tower using the supplied materials. High powered fans will provide our "hurricane force" winds.

Lynne and I are working with the Chamber of Commerce and Cape Destinations to plan a Polar Express event for Christmas in Harwich weekend. Cape Destination trolleys will bring children and families from the Chamber of Commerce Visitor's Center to the Library for a reading of this children's classic book by Christopher Van Allsburg and some related craft activities on the evening of Saturday, Dec. 6<sup>th</sup>.

Respectfully submitted,

Ann Carpenter  
Youth Services Librarian

## October 2014 Technology Report

This month I wrapped up the weekly visits to the COA lunch group. Attendance to the lunch has dwindled to approximately 6-9 people, most of whom I have already assisted with technology questions. I will reduce my visits to once a month through the winter and re-evaluate in the spring.

Continued growth of the Book-a-Librarian programs has prompted us to develop a plan for continuing to expand the program by training other staff members to take on some of the work load. I will be meeting with several staff members on November 17<sup>th</sup> and hope that they will be covering a portion of the appointments by December 2<sup>st</sup>.

The first month of Device Advice was a resounding success with 20 patrons assisted with a total of 31 Reference. Questions related mostly to mobile phones, tablets, and email. This setting is a great way for patrons to learn from each other as well as from library staff. Most patrons leave with a sense of empowerment from having conquered a task that previously troubled them and I was excited to see that patrons began assisting each other and working together on tasks they felt comfortable completing.

The November iOS for Beginner Tech Talk once again generated more registrants than we could accommodate in one workshop, so we have added a second for the month of November. We also received a positive response to the Kindle workshop scheduled for early November and will likely need to consider a second workshop on that topic as well. As we move into the holiday season we are planning for an increase in requests for help on certain devices and will focusing our programing in December on giving patrons the opportunity to see and learn about devices they may be considering purchasing for themselves or others. After the holiday season we will resume workshops and training related to using the devices.

This month I began filming bi-weekly Tech Talk spots for Channel 18. The first two covered Google Drive basics and Kindle basics. Moving forward I would like to use these spots to review specific functions of the devices that we are asked about frequently. For example, email on the iPad, Internet browsing on the kindle. I'm hoping that we can then post links to these videos on our website and begin to develop an online "Technology Resource Center" for patrons.

Lastly, I began working on a staff site using Google Apps that will allow us to consolidate information from our staff blog, hot sheet and various other files and folders, so that staff members have quick and easy access to these documents directly through their Clamsnet google accounts.

Respectfully submitted,  
Emily Milan  
Staff Librarian

