

Minutes  
**Brooks Free Library Board of Trustees**  
Wednesday August 10, 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 7:08 P.M. Present were JoAnne Brown, William Crowell, Joan McCarty, Mary Warde and Jeannie Wheeler .  
Also Present Virginia Hewitt, Library Director and Julie Cavanaugh, Liaison from Board of Selectmen.

**Approval of Minutes:** Joan McCarty made a motion to accept the June 8, 2016 minutes. Bill Crowell seconded and the motion was approved by unanimous vote.

**Reports:**

**Chairman:** Mary Warde congratulated Ginny and Staff for great service during our recent electrical problem.

**Library Director:** The Aris Report is not finished because of the recent electrical problem.  
There is a discrepancy between the MIIA Insurance Company value listed value of the building and the replacement value of the building and contents. Charlene the Assistant Town Manager is looking into this.

**Building & Grounds:** The remaining 3 tables that were ordered for the Doane Room should be delivered within the next two weeks. New art tables and yoga mats were purchased by Ann for toddler programs. The CPC Project contract with McGinley-Kalsow was not discussed at the last Board of Selectmen Meeting but will be on their next agenda.

**Board of Selectmen Liason:** Julie Cavanaugh expressed that knowing how the committees and boards arrive at the requests that they make give much valued background for the requests.

**Old Business:** Bill made a motion to approve making Emily Milan's promotion to Assistant Director, permanent effective immediately, in accordance with the provisions of the attached letter, which will be signed by Emily. Joan seconded and the motion was approve unanimously.

Bill reported that Jane & Colin Stevenson gave us a picture 2 or 3 years ago depicting the Brooks Building when the Courthouse was on the first floor – the 50' or 60's. It was signed by everyone who was working in the courthouse at that time. They are

wondering what was done with the picture. The Trustees and Ginny do not remember receiving this donation. The library director will review Trustee minutes for any record of this donation, check with staff to see if they recall any discussion regarding this and check to see if this photograph/painting is in the building.

**New Business:**

**Cranberry Festival Closing:** Joan made a motion to close the library for the Cranberry Festival on September 17, 2016, as we have done in the past. Jeannie seconded the motion and the vote to approve was unanimous.

Sean Libby will be working on our submissions for the Capital Plan, with the plan being to move the request for a generator for our building up from FY19 to FY18. The inverter was installed in 2012 and it is evident that a new solution is needed for emergency power.

Ginny is working on her part of her employee evaluation. Mary will advise us on our next action.

**Upcoming Meetings:** CPC informational meeting -----  
Annual BOS – BFL meeting November 21<sup>st</sup>, 2016

**Adjournment:** Bill made a motion to adjourn. Jeannie seconded. The meeting adjourned at 8:30 P.M.

Respectfully submitted,  
JoAnne Brown  
Secretary pro tem

