

Brooks Free Library Board of Trustees

Wednesday, September 14, 2016 at 7 pm
Thornton Room, Brooks Free Library
739 Main St., Harwich MA 02645

Agenda

1. Call to Order/Attendance
2. Approval of Minutes of August 10, 2016
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:
6. Old Business:
 - A. CPC funded Historic Preservation Project of Exterior – discussion and possible vote
 - B. Library Director’s performance appraisal
7. New Business:
 - A. Vote to Accept Donations
8. Open Session*
9. Upcoming Meeting Schedule
 - A. Trustees meeting – October 12, 2016, 7 pm, Brooks Free Library
 - B. Trustees meeting -Nov. 9, 2016, 7 pm, Brooks Free Library
 - C. Meeting w/ Capital Outlay Committee – (not set yet, generally mid-Oct.– Nov.)
 - D. Trustees Annual Meeting w/ Board of Selectmen –Mon., Nov. 21st, 6:30, Town Hall
9. Adjournment

Authorized posting officer

Virginia Hewitt
Brooks Free Library

Posted by

Town Clerk’s Office

Agenda submitted electronically to Town of Harwich for posting

** Per the Attorney General’s Office: Boards/Commissions may hold an open session for topics not reasonably anticipated by the Chair 48 hours in advance of the meeting following “New Business”*

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.

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 MIA 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 21st, 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

Library Director's Report Sept. 8, 2016

Closing/Reduced Services Again

9/9/16 Update: We discovered this morning that the emergency light inverter has failed again. We have no lights or emergency lights in the building. The Library will be closed today while we move computers, shelving and materials to the lobby. We will re-open for reduced services with our "Library in the Lobby" tomorrow. Our experience with this the two times this has happened in the past 10 months we expect to be unable to re-open for full services for several weeks. We are making arrangements to re-locate programs and provide after-school activities in other locations for the next two weeks. We have updated our website and social media accounts and sent out press releases, and will update these sites and the media when these arrangements are complete.

Personnel:

Following your vote at your August 10th meeting, Emily Milan's promotion to Assistant Director was made permanent, effective Aug. 14, 2016.

We are now advertising to fill the vacant part-time positions. The Library Shift Supervisor and Senior Library Technician openings have been posted in-house and close on Sept. 12th. If the positions are not filled in-house we will then advertise the openings to the public. We are also recruiting for Circulation Assistants, who serve as on-call substitutes.

Operations

Summer Activity

This year was our first summer open on Mondays in 11 years and residents and visitors were really taking advantage of the restored 6th day of service. The summer started out as a banner one, with record numbers using the library, checking out items and attending programs. As reported last month, however, the 12 day building closure from July 25 – August 8th greatly impacted our circulation counts for both July and August, despite the number of users who took advantage of our Library in the Lobby. As the closure wore on, more users began visiting other libraries where they could select from a full collection of materials. Our numbers shot back up as soon as we re-opened and we closed the gap but still ended the summer down from last year. We are pleased to report that when we re-opened on August 9th we were several thousand items behind other similarly sized libraries and those in adjacent towns but we made up ground and ended the month once again as the 2nd highest circulating library in CLAMS. Here are the statistics for July and August;

Items Checked Out

	July & Aug. 2016	July & Aug. 2015	Difference		
Falmouth Main Library	60073	64241	-4168	-6.5	%
Brooks Free Library	42413	45836	-3423	-7.5	%
Mashpee Library	40213	45393	-5180	-11.4	%
Brewster Ladies Library	36671	37639	-968	-2.6	%
Snow Library, Orleans	35113	35051	62	0.2	%
Bourne Library	28532	30560	-2028	-6.6	%
Eldredge Library, Chatham	23370	25870	-2500	-9.7	%
CLAMS, Consortium-wide	685180	721925	36745	-5.1	%

Upcoming Request for Community Preservation Act Funding

Reference Librarian Jennifer Pickett is preparing a request for Community Preservation funding to digitize the Harwich Oracle newspaper, which was published from 1986 to 2007. Community Newspapers, which published the Oracle, has given their consent for the project. Jennifer began working with the Harwich Historical Society on this last year. Desiree Mobed, the previous director of the Historical Society, provided us with their newspapers so we have a more complete collection. As the project moves forward we will be soliciting donations of missing editions from the public. Our previous digitization projects involved conversion from microfilm to electronic, where this project will need to be converted from printed newspaper, and this will be much more expensive. Project requests are due to CPC on Oct. 3rd. Like our prior newspaper digitization projects, we will be requesting an additional copy for the Historical Society.

VITAL Program/Requests for Assistance

Since we established our Vision Impaired Technology Assistance at the Library (VITAL) program, we have trained numerous staff members from other libraries, worked with other libraries providing advice and pre-grant application assistance and support after a grant was received, and presented regional and state-wide workshops. Yet after 13 years of effort, no other library has followed through with establishing an instructional program. Several have received federal LSTA grants from the Mass. Board of Library Commissioners but none are providing the one-on-one instruction which is so essential. For the past several years we had been told that the MBLC would look into how to direct some of that federal funding to us to compensate us for time spent advising and training staff from other libraries, and that the grant program would be changed to provide more structure, with clear requirement that training must be provided to patrons, to ensure that a library doesn't just purchase technology but then not provide instruction. The head of that department at the MBLC has since retired, so we have not made any progress in obtaining funding to from the MBLC to assist and train staff from other libraries. We expect to see increased requests for this

assistance when the handbook we have been working with the Perkins School for the Blind and Perkins Products for the past two years on how libraries can serve the needs of patrons with sight loss is finally published this fall. We are working internally on plans to reduce the workload demand in this area by offering group meetings with interested libraries several times per year, for example, rather than responding to individual requests on an on-demand basis, and by continuing to advocate at the state level for MBLC funding to provide this training to other libraries.

On another front, Paul Saner, the Commissioner of the Mass. Commission for the Blind arranged a site visit last fall to learn about our VITAL program. He was very impressed with our program and our efforts to encourage the establishment of similar programs in other communities. He formed a working group of various state agencies and organizations, which our Assistive Technology Coordinator Carla Burke has participated in, focused on how to establish instructional programs in communities across Massachusetts. Commissioner Saner was impressed with the effort we have put in to this already and he indicated he would try to identify funding to help compensate us for the work we do serving residents from all over the region and advising and assisting other libraries and organizations. Unfortunately it appears the MCB could not obtain funding to assist us or other libraries, but they did work with Mass. Dept. of Elder Affairs to obtain grant funding to establish regional assistive technology training centers at three Councils on Aging in the state. The selected senior centers will each receive all the hardware and software needed as well as \$10,000 per year for three years to hire a coordinator. I learned of this in August when our COA Director forwarded an email announcing the grant opportunity. I was disappointed that despite how impressed everyone has been with our program and the recognition that we should be funded for the regional services we provide, we would not have the opportunity to apply. But we were most dismayed by the fact that the MCOA announcement stated senior centers on the Cape would be given lower priority since Brooks Free Library already operates a regional program on Cape Cod.

On August 22 I sent a letter to the Mass. COA, with copies to the Commissioner of the Mass. Commission for the Blind and the Director of the Mass. Board of Library Commissioners, stating for the record that Brooks Free Library's VITAL program is NOT a regional program. We receive no funding to service other communities. I expressed our disappointment that we will see no reduction in our workload or demand for services from other Cape towns because they are being given lower priority because of the mistaken impression that we are funded to operate a regional program. I asked the Mass. Councils on Aging to revise their criteria so that senior centers on Cape Cod are given equal consideration when applying for this grant. Having an instructional center in closer proximity to our successful program could only be beneficial as the coordinator would be able to take advantage of our training and the curriculum we provide with it. We have had several inquiries and expressions of interest from COAs in other Cape towns in recent years, so they are already interested in improving services to people with sight loss in their communities.

The MCOA responded, apologizing for the misunderstanding and they agreed to revise their selection criteria for the grant. They have re-advertised the grant to COAs on the Cape and given them additional time to submit their applications. I have had no response to my letter from the Mass. Commission for the Blind or the Mass. Board of Library Commissioners.

Building Info:Preservation Work on the Exterior

The Facilities Manager and Trustees met with the Selectmen on Sept. 6th and presented the rationale for including full construction oversight and the costs of paint analysis in the contract for architectural services. The Selectmen then voted to accept McGinley Kalsow's quote and contract with them for the full services we requested.

The Selectmen were concerned that by doing the paint analysis that would open the door to painting the building historic colors, which they do not support. We informed the Selectmen that the Historic District Historical Commission members may individually prefer historic paint colors but they acknowledged to us at our Jan. 20, 2016 meeting with them that permission from the HDHC is only required if the color is going to be changed. White is the already approved color and therefore there is no change that needs to be approved. The HDHC members then asked that a paint analysis be done so that the historic record of what the paint colors were is not lost when the chemical stripping is done. We agreed to this and that provision was included in their motion of support for the project.

As part of the discussion at the Selectmen's meeting we were asked if the Trustees had taken a vote that the building remain white. Most of the Trustees present remembered doing so, as did I, however, when I reviewed the minutes from the past year the following day I learned that vote was not recorded in the minutes. To correct this oversight, the Trustees can take a formal vote at your next meeting.

Handicapped Door Repairs

The automatic door openers on the doors to the parking lot will be repaired on Tuesday, Sept. 20th. This \$9000 repair has been encumbered and will be paid from FY16 funds.

Repairs to Fire Protection Sprinkler System Pipes

Numerous leaks were discovered when the sprinkler system was flow tested last fall. The \$14,000 to make these repairs was included in an article and approved at the May 2016 Town Meeting. Facilities Manager Sean Libby has scheduled this work for Sept. 13th- 16th.

Administrative:ARIS report

In August I submitted the Annual Report and Information Survey to the Mass. Board of Library Commissioners. This report covers staffing, hours, circulation, programming, etc., and is one of two required for communities to be certified by the MBLC and eligible to receive State Aid to Libraries. The Financial Report is due in early October.

FY17 Expenditures:

The spreadsheet of year-to-date expenditures is included in your packet.

Respectfully submitted,

Virginia A. Hewitt
Library Director

FY17 Budget Balances
8.31.2016

AREA OF EXPENDITURE	Appropriated Amt	Spent	Remaining Balance	Percent Spent
Advertising	\$160.00	\$0.00	\$160.00	0%
Dues, Subs & Travel	\$3,110.00	\$402.00	\$2,708.00	13%
Educational Supplies	\$145,000.00	\$27,358.56	\$117,641.44	19%
Electric	\$34,435.00	\$5,867.20	\$28,567.80	17%
Employee Fringe Benefits	\$655.00	\$0.00	\$655.00	0%
Gas	\$16,200.00	\$42.51	\$16,157.49	0%
Library Supplies	\$12,350.00	\$1,199.63	\$11,150.37	10%
Maintenance & Repair	\$5,500.00	\$222.96	\$5,277.04	4%
Office Supplies	\$5,550.00	\$877.72	\$4,672.28	16%
Professional & Tech	\$45,424.00	\$40,018.83	\$5,405.17	88%
Water	\$766.00	\$0.00	\$766.00	0%
Total Library Expenses	\$269,150.00	\$75,989.41	\$193,160.59	28%
Wages & Salaries	\$626,192.51	\$91,585.07	\$534,607.44	15%
TOTAL	\$895,342.51	\$167,574.48	\$727,768.03	19%

Youth Services Report

09/07/16

Summer Reading

We had a record number of participants this year, in large part due to our partnership with Harwich Elementary School. 243 children came back to the library to log their hours, almost 100 more than last year, which was the previous record holder. 53 middle school students returned with their logs, which is an increase of over 25% from last year's record. In total the students read for more than 3,500 hours.

Summer Program Attendance

Despite moving many programs and having to cancel others during the problems with the emergency lights, we still had excellent attendance at our summer programs, with over 2,600 people attending 74 programs for children and teens. This is the highest summer attendance since we started keeping records in 2003! The increase can be attributed to the additional programming that being open on Monday allows. In previous years we have generally averaged about 55-60 programs in the summer, compared to this year's 74. When I look at the average program attendance across the summer (dividing the attendance by the number of programs) it is the same as it has been for the last few years.

September Programs

With the end of summer our afterschool programs have begun. For middle school students we have Middle School Makers on Tuesdays, Early Release Video Games on Early Release Wednesdays, Basics of Computer Coding on alternate Wednesdays, and, starting in October, Theater Exploration with CCTC. For elementary students we have a Lego Fun program on Mondays. Our preschool programs continue with Creative Movement, Mother Goose on the Loose, Science Storytime, and Storytime. Our homeschooling group is excited about beginning an Odyssey of the Mind team this year.

Harwich Beach Day

As part of working with the community, the library will be making button crafts at Harwich Beach Day on September 10th, as well as sponsoring a performance by the Cape Cod African Dance and Drum Ensemble.

Respectfully submitted,

Ann Carpenter

Youth Services Librarian