

Brooks Free Library Board of Trustees

Wednesday, February 10, 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 Dec. 9 2015 Executive Session and Jan. 13, 2016 regular session meeting
3. Public Comment
4. Reports:
 - A. Chairman
 - B. Library Director
 - C. Building & Grounds Committee
 - a) Update on Funding for Historic Preservation of Exterior
 - b) Update on Furniture for Doane Room
 - D. Liaison from Board of Selectman
 - E. Friends of Brooks Free Library
5. Correspondence:
6. Old Business:
 - A. Update on FY17 Budget Request
 - B. Update on Town Meeting Article
 - C. Recruitment for Assistant Director – discussion and possible vote
7. New Business:
 - A. Vote to Accept Donations
8. Trustees' Report
9. Upcoming Meetings
 - A. Community Preservation Committee – Thurs. Feb. 11, 2016 at 7 pm (Town Hall)
 - B. Trustees Budget Hearing with Selectmen and Finance Committee – Sat. Feb. 27, 2016 at 4:15 pm (Community Center)
 - C. Next Trustees meeting – Wed. March 9, 2016 at 7 pm (Brooks Free Library)
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.

Minutes
Brooks Free Library Board of Trustees

Wednesday January 13, 2016
Thornton Room, Brooks Free Library
739 Main Street, Harwich, MA 02645

Draft

Call to Order: The meeting was called to order by Chairman Mary Warde at 7.09 P. M. Present were Mary Warde, Joan McCarty, Ann Emerson, JoAnne Brown, William Crowell, Kathleen Remillard, Jeannie Wheeler and Library Director Virginia Hewitt.

Approval of Minutes: Joan McCarty made a motion to accept the December 9, 2015 regular meeting minutes. JoAnne Brown seconded. The motion carried by unanimous vote.

Public Comment: None.

Reports:

Chairman: No formal report.

Library Director: See Report

- Emily Milan created a newsletter to keep the staff informed of current library events and new information.
- Ann Carpenter attended ALA in Boston.
- Annual CLAMS Legislative Breakfast is in Falmouth on February 5th.
- The lights are working. Eversource replaced transformer at the pole and replaced a circuit board.

Building Committee:

- Jeannie Wheeler spoke to Jim Igoe from Mass Preservation regarding exterior paint removal. Ginny received a statement from McGinley Kaslow regarding paint removal on historic buildings. JoAnne Brown reviewed the Department of Interior's guidelines for removing exterior paint.
- JoAnne Brown reviewed the main concerns regarding the library exterior project. They are the cost of the project, maintenance vs. preservation and misunderstandings with HDHC. She will address the concerns at the next CPC meeting.
- Ginny reminded the Trustees that the town has provided money over the years for exterior painting.
- JoAnne is still waiting to hear from W.B. Mason regarding furniture for Doane Room.

Correspondence: None.

Old Business:

- Ginny handed out the expense and salary report for FY 17. The budget meeting went well. Maintenance will be centralized in July.

New Business:

- JoAnne Brown made a motion to accept \$2655.47 in donations. Jeannie Wheeler seconded. The motion carried by unanimous vote.

Trustees Report: None.

Upcoming Meetings:

- Next Trustees meeting Wednesday February 10, 2016 at 7:00 P.M. at the library.

Adjournment: Mary Warde made a motion to adjourn the meeting. Joan McCarty seconded. The motion carried by unanimous vote. The meeting adjourned at 8:45 P.M.

Respectfully submitted,

Kathleen Remillard, Secretary
Trustee Brooks Free Library

Library Director's Report
Feb. 2 2016

Administrative:

Personnel:

This month we're hired Corey Farrenkopf as a substitute (Circulation Assistant).

FY16 Expenditures:

The spreadsheet of year-to-date expenditures through January 30th is included in your packet.

FY17 Budget Request:

The Town Administrator will present his budget recommendations to the Selectmen on Monday, February 8th. The Trustees budget hearing with the Selectmen and Finance Committee is scheduled for Sat., Feb. 27 (4:15 pm at the Community Center.)

Operations:

Circulation:

Our direct circulation (items checked out here regardless of what library owns the item) was up 3.4% in January compared to January 2015 and item circulation (our items no matter where they were checked out) 3.0% - both of which are great since circulation consortium-wide in CLAMS was down 5.5%. Our circulation of eBooks and eAudio through Overdrive is up 18% year-to-date.

Building Update:

Funding for the Preservation Work on the Exterior

We met with the Community Preservation Committee again on Jan. 14th. Our Historic District Historical Commission (HDHC) liaison, Jeanne Steiner, attended and confirmed that we have been working with the HDHC and that HDHC minutes document her appointment as our liaison on Feb. 14, 2014. The architect had provided estimates on doing the project in phases and we provided CPC with a packet that included that information and the minutes of the Aug. 27 2015 presentation by McGinley Kalsow. After removing windows and other work the Town can accomplish separately as special projects, McGinley Kalsow advised that it would cost an estimated \$279,000 to do the paint removal, replacement of rotted wood, and re-painting on the Main St side of the building, including the restoration of the columns, and \$300,000 to accomplish the work on the west and south sides of the building. An electronic copy of that packet and McGinley Kalsow's assessment report are on our website, www.brooksfreeibrary.org. The Chairman and members of the Capital Outlay Committee, members of the Planning and Finance Committees and a number of interested residents spoke on behalf of the project. We were already scheduled to meet with the HDHC on Jan. 20th, so the CPC asked us to come back to them after that meeting. We discussed several aspects of the project when we met with the HDHC and they voted unanimous support of our project. The HDHC will send a letter to CPC to document that vote and stating that they consider it to be a preservation project. We'll return to CPC on Feb. 11th (7 pm at Town Hall) to ask them to re-consider their vote and provide funding for this project.

Respectfully submitted,
Virginia A. Hewitt
Library Director

FY16 Budget Balances

1.31.16

AREA OF EXPENDITURE	Appropriated Amt	Spent	Remaining Balance	Percent Spent
Advertising	\$160.00	\$52.00	\$108.00	33%
Dues, Subs & Travel	\$2,625.00	\$965.35	\$1,659.65	37%
Electric	\$32,795.00	\$16,347.08	\$16,447.92	50%
Maintenance & Repair	\$56,382.00	\$28,272.38	\$28,109.62	50%
Library Supplies	\$13,250.00	\$3,528.62	\$9,721.38	27%
Educational Supplies	\$140,867.00	\$79,166.25	\$61,700.75	56%
Gas	\$17,076.00	\$2,628.58	\$14,447.42	15%
Office Supplies	\$4,300.00	\$3,264.10	\$1,035.90	76%
Professional & Tech	\$43,313.00	\$39,045.17	\$4,267.83	90%
Water	\$950.00	\$394.90	\$555.10	42%
Employee Fringe Benefits	\$625.00	\$500.00	\$125.00	80%
Total Library Expenses	\$312,343.00	\$174,164.43	\$138,178.57	56%
Wages & Salaries	\$574,544.69	\$307,913.94	\$266,630.75	54%
TOTAL	\$886,887.69	\$482,078.37	\$404,809.32	54%

** February 2016 Staff Newsletter

STATEWIDE EBOOK STATS ARE IN!!

Brooks circulated more Axis 360 books than any other CLAMS library. Statewide we were the 8th highest circulating library, not including 4 academic libraries! That pretty impressive!

NEW Research Computer

This Windows 7 computer replaces the old Vista research computer and should be much faster! As you know this computer is intended for patrons to sign up for one hour sessions to use our research databases such as Ancestry, Heritage Quest, Consumer Reports, etc. There are also desktop links and shortcuts in the browsers to access IRS and MA tax forms, ethics training, local databases and more.

I loaded our digital archive of both the Harwich Independent and the Central Cape Press on the new Research computer. Patrons can search the archive using Adobe software. I have updated the directions on how to access and search the archived newspapers. You will find a copy of the directions on the desk for patrons and a copy of the judge's bench for staff members to reference. Lastly, this computer has Deep Freeze software which is scheduled to boot the computer in a frozen state every day and to, theoretically (we all know Deep Freeze settings don't always work), shut down approximately 5 minutes before closing. If it does not, please let me know.

*Interested in writing an article for our column in the Cape Cod Chronicle?
One opening left for March... March 16th!*

Print Vending

The new print vending procedure is still in the works. The new copiers have been delivered and the print release station, pictured above is in place. The final steps, before we implement printing to the new copier from the public computers, include writing directions for patrons and staff and modifying the print message on Public Web browser to remove the note about getting 3 free pages.

Just to give you a quick over view of how it work work I am including a workflow below. I expect the new system to be in place no later than February 15th. We will add the option of wireless printing from laptops and mobile devices sometime in the Spring.

* Initiate print by clicking the print icon on the browser

* Receive pop-up message on computer indicating that you must name your print job

- * Name job and select send to server (print vending station)
- * On print vending station, pull up job, insert money and send job to printer (aka copier)

REMINDER: *New* Patron Email Newsletter

We've collected close to 20 signatures so far but I think we could really boost this number if we started actively asking patrons if they would like to sign up. When time allows, please ask patrons and assist them by filing out the form for them while they are at the desk. A welcome newsletter will be going out to patrons by the end of February and will include program information for March, a reminder about the March fine amnesty, and other bits and bobs. Someone asked if it would be available in print form and I am currently working on making that happen!

New Copiers: Two new copiers have been delivered and installed by Kenmark. These copiers have many new, helpful functions such as double sided printing and a document feeder. They also print legible copies which is a huge plus. The main power button is shown with an arrow above and should be switched off at night. If the copier has entered energy saver mode, simply opening the cover or inserting a document in the feeder will wake up the device. If you encounter any issues or have any questions about the new machines please let me know!

IMPORTANT: Procedural review

Homebound Patrons and/or Book groups:

Please remember when items are on hold for a Homebound patron or a book group the item must be checked out that patron/group, then initial and date the hold slip before putting the item on the holdshelf. Homebound books go on the bottom shelf behind the Circ desk and Book group books go with the appropriate group on display behind the Circ desk. Lately we have been finding items that were not checked out and still showed up as "on hold" for patron/group in Sierra.

Delivery process:

Everyone has a different way of processing delivery. Some people prefer to make a stack of Homebound/Book group books and check them out at the end. Some stop what they are doing to check them out to the patron before moving on to other items. Some people don't mind being interrupted for a co-worker to grab piles off the desk and some prefer not to be interrupted. Please check in with each other before removing items from the desk while someone is processing delivery. You may, unintentionally, be grabbing items that still need to be checked out or have not been completely processed.

Items in Repair and Parts Missing:

I am currently reviewing the written procedures and will distribute them when they are complete. If you have an input or questions about either of these topics please let me know!

2016 Staff Reading Challenge: Chris Kaufmann has offered to be the "moderator" this year. All info, including the submission link has been uploaded to the staff page (http://www.brooksfreeibrary.org/cmgt/content_update.asp?ID=19) on our website!

Congrats to Ann for being the first winner of the "Easter egg" hidden prize and to Sue for winning the first drawing!

Coming Soon

February: Vacation week programs (15th-20th)

March: 2016 Fine Amnesty for Nutritional Awareness Month

April: Volunteer Appreciation Day (the 20th)- I would like to plan some events during the week that culminate with a brunch for our volunteers. Any ideas are welcome!

Report from Youth Services

We were invited to speak at the Harwich Elementary School's Community Collaboration event that focused on literacy and learning through play. Carey Sims did a presentation on TumbleBooks and using board games to promote literacy.

As of the end of January the attendance at the children's programming has caught up to where we were at this time last year. We had seen a significant gap in comparison to last year because of the closing in October, followed by a continued drop in attendance after that interruption. Numbers are starting to climb back up to where they were pre-closing across most of our programs. Much of the "catch up" is due to the school visits Ann has been making at least once a week.

Ann attended the ALA Midwinter Conference in early January. It was an interesting and educational experience, and included attending a panel from We Need Diverse Books.

Little Hands Art, a new program on Saturday mornings for young children has been successful so far, with at least a dozen families attending each week.

Ann Carpenter
Youth Services Librarian