

Brooks Free Library Board of Trustees

Wed, Jan. 13, 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 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
7. New Business:
 - A. Vote to Accept Donations
8. Trustees' Report
9. Upcoming Meetings
 - A. Community Preservation Committee – Thurs. Jan. 14, 2016 at 7 pm (Town Hall)
 - B. Historic District Historical Commission- Wed. Jan. 20, 2016 at 5:30 pm (Town Hall)
 - C. Next Trustees meeting – Wed. Feb. 10, 2016 at 7 pm (Library)
 - D. Trustees Budget Hearing with Selectmen and Finance Committee – Sat. Feb. 27, 2016 at 4:15 pm (Community Center)
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 December 9, 2015
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, Joan McCarty, JoAnne Brown, Kathleen Remillard, William Crowell and Library Director, Virginia Hewitt.

Approval of Minutes: Joan McCarty made a motion to accept the October 21, 2015 minutes. William Crowell seconded. The motion carried by unanimous vote.

Executive Session: Joan McCarty made a motion to enter Executive Session pursuant to M.G.L. c.30A, § 21 (a)(3) to discuss strategy with respect to collective bargaining if an open meeting may have a detrimental effect on the bargaining position of the public body and will reconvene in Open Session. William Crowell seconded. Roll call: William Crowell yea, Joan McCarty yea, Mary Warde yea, JoAnne Brown yea and Kathleen Remillard yea. Motion carried by unanimous vote.

The regular meeting of The Trustees of the Brooks Free Library reconvened at 7:50 pm.

Reports:

Public Comment: None

Chairman: No formal report.

Library Director's Report: See written report.

- Ginny reported that there continues to be problems with the lights in the library.

Building and Grounds Committee:

- Joanne Brown reported that the Historic District Commission decided the columns cannot be replaced with non-wood materials and that they should be repaired and restored.
- It appears unlikely that the CPC will support the library's request for funding.
- JoAnne handed out the Assessment Report from McGinley Kaslow arranged in order of priority.

JoAnne Brown made a motion to submit an Article to be placed on the May 2016 Town Meeting Warrant to fund preservation, restoration and maintenance of historic portions of Brooks Free Library. Joan McCarty seconded. The motion carried by unanimous vote.

- We are still waiting on delivery of children's room table.

Liaison from Board of Selectmen: No report.

Friends of Brooks Free Library: No report.

Correspondence:

- The budget message from the Town Administrator is included in Trustee packets.

Old Business:

- William Crowell reported that Trust Funds have been transferred to Rockland Trust and the first report has been received.

New Business:

- JoAnne Brown made a motion to accept donations in the amount of \$325.00. Joan McCarty seconded. The motion carried by unanimous vote.
- Ginny reviewed the budget request. Joan McCarty made a motion to approve the Draft Budget as presented. JoAnne Brown seconded. The motion carried by unanimous vote.

Adjournment: Joan McCarty made a motion to adjourn the meeting. JoAnne Brown seconded. The motion carried by unanimous vote. The meeting adjourned at 8:45 pm.

Respectfully submitted,

Kathleen Remillard, Secretary
Trustee Brooks Free Library

Library Director's Report
Jan. 7 2016

Administrative:

Personnel:

We've hired Janice Nikula-Dalton as a part-time Senior Library Technician and Sue Henken as a substitute (Circulation Assistant). Part-time Senior Library Technician Lynne Graziadei resigned this month to accept a full-time position at another library.

FY16 Expenditures:

The spreadsheet of year-to-date expenditures through Dec. 31st is included in your packet.

FY17 Budget Request:

The Town will be centralizing Building Maintenance beginning July 1, 2016 so the majority of the funds requested in that line will be transferred from our budget request to the Highway and Maintenance request at some point in the budgeting process. Each department will retain a small amount of funds in their maintenance line to cover expenses unique to that department or to provide flexibility to purchase small items for immediate needs. I met with Facilities Manager Sean Libby to review the submission I prepared for the Library's maintenance and we have agreed on a small amount to be retained in the Library budget for the categories of building equipment/physical plant (bookshelves, book carts, spinners, etc.), disaster recovery supplies and miscellaneous custodial.

Chairman Mary Warde and I are scheduled to meet with the Town Administrator, Assistant Town Administrator and Town Accountant on Jan. 11 to review our budget request. I will provide updated copies of the spreadsheets to you at your meeting. 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:

The number of physical items checked out so far this year is down 9,510 items (8.3%) due to our extended closing in October plus other days closed for electrical repairs. Consortium-wide in CLAMS, the number of physical items checked out in the first half of FY16 is down 6.5% as more patrons turn to eBooks and eAudio. Use of our Overdrive eBook and eAudio collection has risen approximately 17% in the first half of FY16.

Programs:

Several new programs are starting this month – card and game nights for adults on the second and fourth Thursday nights and an adult coloring program, which have become very popular nationwide, on one Tuesday evening and one Saturday. The Youth Services Librarian is starting up Little Hands Arts again on Saturday mornings, which will run for the winter months. In February Creative Movement, which has been held on alternating Wednesdays with Science Storytime, will move to Mondays and be held weekly. Science Storytime will then be held every Wednesday instead of alternating. We are standardizing the start time for all weekday Children's programs to 10:30 am and our evening programs are moving from 6:30 to a standard 7 pm starting time, which

will help us with staffing and desk coverage. This month the Friends present an author talk with Joan Anderson on Jan. 10th and we have a presentation on writing your college essay, a Tech Talk, Engineering Challenge and other special programs in addition to the on-going writers groups, book groups, children's programs, after-school activities and technology help sessions. More details and the full calendar are on the website and flyers.

Building Maintenance:

Electrical Repairs:

Issues continued with the sporadic flickering/brightening/dimming of lights throughout most of the month. At the end of December Eversource replaced the transformer on the pole outside and a few days later Sean Libby installed a new circuit board (different than the one that previously failed) in the inverter. The problem has not occurred since then so we are hopeful that after two long years of working with various electricians and Eversource to troubleshoot and identify the cause that the problem has been resolved.

Now that the major problem with dimming and flickering, which took priority, have been resolved we should be able to concentrate on following up with electricians on the many overdue lighting repairs. Systems Contracting has replaced ballasts and repaired non-working lights in Reference where several aisles were completely dark for the past year. They have also begun replacing the bodine ballasts which made some light fixtures act as emergency lights. These ballasts are beginning to fail due to age, which causes a small amount of interfere with the inverter. These lights no longer need this type of ballast since, with the inverter, they are not needed as a source of emergency power. There are over 100 fixtures with these ballasts, so these replacements will continue for the next few years. In other positive news Systems Contracting has repaired the light fixtures for the Main St sign and repositioned them so that the lights are directed at the sign and will not shine in the eyes of passing motorists. They have also ordered the 4 wall sconces needed to add lights to the columns in Fiction and Non-Fiction where the light on those interior aisles is much too dim. Multiple electricians have previously agreed to do this work over the past three years but not followed through.

Funding for the Preservation Work on the Exterior

A great deal has happened in the past month regarding funding for this project, some of which you may already be aware of but is summarized below for documentation purposes:

Capital Outlay included the \$670,000 for the work on the exterior of the historic portions of the building on the Capital Plan for FY17. They believe this project should be fully funded by the Community Preservation Act funds since it is clearly preservation and not normal building maintenance, so they only listed CPC funding as a source of funds. Currently if CPC does not provide any funding for this, there is no other source of funding.

Trustees JoAnne Brown, Joan McCarty and I attended the Dec. 10th CPC and responded to questions. Unfortunately, the CPC did not vote any funding for this project. It was not clear why the different CPC members voted against providing any funding because several didn't state a reason but the objections that were voiced were based on inaccurate assertions by the Historic District Historical Commission's representative on the CPC that we had not been working with the HDHC on this. We were surprised by this claim because, as you know, we have had a liaison, Jeanne Steiner, who was officially appointed by the HDHC at their Feb. 19, 2014 and March 5, 2014,

which their minutes document. A liaison between committees normally relays information back and forth but we went beyond that and welcomed and included Mrs. Steiner as a member of the working group overseeing this project. She has been involved in every aspect of the project -every meeting with the architects, reviewing and commenting on draft reports, etc. The HDHC has been a participant in this project and Mrs. Steiner has reported back to HDHC regularly with updates on the status and progress being made. All members of the HDHC, along with other committees, were invited to the Aug. 27th presentation from McGinley Kalsow and three (our liaison, the Chair and another HDHC member) attended. It was, therefore, quite shocking to be accused of not working with the HDHC. We did our best to rebut this assertion, however, an audience member who was a proponent of a project competing for the same historic preservation funds spoke several times to reiterate the HDHC representative's statements. Both urged the CPC members not to vote for our project because we had not worked with the HDHC and had not "followed the process." These inaccurate statements apparently swayed several CPC members who stated this as their reason for not supporting any CPC funding for the project.

None of the CPC members voiced concerns with the costs or asked for verification or additional information on the costs. We are hearing, however, that behind the scenes, other officials have raised this as a reason for not supporting the project. There does not seem to be an awareness that historic preservation projects do cost more than work on a non-historic building. The Library is in the Harwich Center Historic District and any work must comply with the Dept. of Interior standards for historic preservation. The HDHC has the legal authority to oversee work on buildings in the District and ensure that those historic preservation standards are followed. As we've discussed previously, the Town proposed replacing the columns with polymer or wood columns, however, when the Engineer presented this request to the HDHC in November, the HDHC said no. The HDHC is requiring the columns be restored rather than replaced, as recommended in the assessment, because that is what the Dept. of Interior standards require. In addition, as a municipal project, the Town will have to pay prevailing wages to the contractors. This greatly increases the cost compared what a non-municipal project would cost on the Cape, leading many who aren't aware of the impact this requirement has to believe the costs are inflated. Finally, many are referring to this as "painting the Library," so the price tag then shocks people. This is a preservation project; a driving factor in the cost is the chemical stripping of the layers of paint that have accumulated over the past 135 and 160 years. As noted in the assessment, which can be found at <http://www.harwich-ma.gov/brooks-free-library-board-of-trustees> (print copies available at the Library reference desk), chemical stripping is the recommended treatment after 100 years when the paint is no longer adhering to the wood.

The Town Administrator had asked Facilities Manager Sean Libby to obtain a peer review of the assessment and cost estimates so we can respond to questions about the costs by demonstrating the cost estimates in the assessment report are solid and typical of this type of project. Unfortunately, we have recently learned this would cost \$10,000 and it does not appear that anyone has the funds for this. Sean has also been instructed to obtain cost estimates directly from the contractors who worked with McGinley Kalsow on the Provincetown and Sandwich Town Halls. Sean does not expect these cost estimates to change substantially from what was in McGinley Kalsow's assessment, which was based on a similar project they recently completed at the First Parish Church in Dorchester, which is presented as a case study in the appendix of the assessment report.

Since funds may not be available to do the entire project at once, I have asked McGinley Kalsow to break out the cost estimates for doing 1) the Main St side of the Brooks Block and bank building 2)

the columns, as some may want this done separately, perhaps sooner, 3) the rest of the bank building and 4) the rest of the Brooks Block. The architect will have those estimates to me shortly, but he has indicated this will greatly increase the contractor's costs and therefore the Town's costs to complete the entire project.

On Jan. 4th the Building and Grounds Committee met to discuss next steps and it was agreed we would attend the Selectmen's meeting that evening which included a public hearing with the Finance Committee on the proposed Capital Plan. Our HDHC liaison was unable to attend the morning meeting but she attended the evening Selectmen's meeting with us. Chairman Mary Warde spoke at the public hearing, stating the Trustees desire to see this project funded even if a debt exclusion was required and asking for a dialog with the BOS before they remove the article you submitted or decide not to include a debt exclusion question on the ballot. The BOS Chair stated they expect to work with the Town Administrator, Trustees and Finance Committee over the coming months to come to an agreement on this. The Jan. 7 edition of the Cape Cod Chronicle has a front-page story on our efforts to fund this needed preservation work.

On Jan. 4th I meet with HDHC Chairman Greg Winston who expressed his disappointment at the statements made by their representative on the CPC. He was puzzled by them because we have been working so closely with the HDHC. He stated Mrs. Steiner has been reporting on the project, which the HDHC does support. He expressed the HDHC's concern that without CPC funding this much needed work will likely continue to be delayed, causing further deterioration to the wood and allowing what is already an eyesore at one of the main fixtures in Historic Harwich Center to continue to worsen. Our liaison, Mrs. Steiner, has asked that this project be included on the HDHC agenda for their Jan. 20th meeting, so we plan to attend and discuss this with them.

We asked the CPC to delay their vote on our project at their Dec. 10th meeting so we could schedule the architects to come and meet with them but were told they would be taking their final votes that evening. It appears, however, that they may entertain a request for re-consideration. I contacted the CPC Chairman to let him know that the Trustees Building and Grounds Committee plans to attend the next CPC meeting on Jan. 14th to ask them to re-consider their vote, particularly since several members' no votes were based on inaccurate assertions that we had not been working with the HDHC, and to ask if there is additional information we can provide that will answer any questions or concerns they have. I provided copies of the HDHC minutes which document Mrs. Steiner's appointment as their liaison on our project. The Chair will forward those to the Committee members. I have offered to schedule the architects to come and provide a presentation or answer questions but I have not heard back yet if the CPC members would like this. The CPC could ask for additional information on aspects of the project or could decide not to entertain any further discussion about this year's application.

I have spoken with the Chairs of the Capital Outlay Committee and Finance Committee about their support for non-CPC funding for this project. Both state their committee members see the project for the preservation project that it is and since it qualifies for CPC funding as historic preservation it will be difficult to get a majority of their committees to support any other source of funding (non-CPC funding), this year or in the future, particularly if the CPC does not provide any funding. Each will try to send a representative to the Jan. 14th CPC meeting.

Respectfully submitted,
Virginia A. Hewitt
Library Director

FY16 Budget Balances
12.31.2015

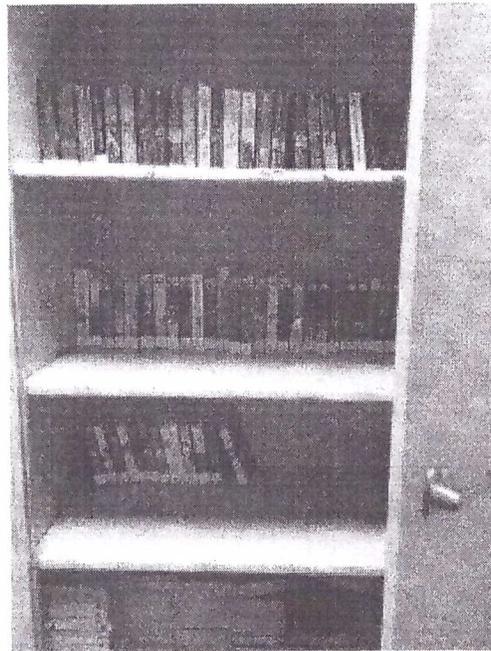
AREA OF EXPENDITURE	Appropriated Amt	Spent	Remaining Balance	Percent Spent
Advertising	\$160.00	\$52.00	\$108.00	33%
Dues, Subs & Travel	\$2,625.00	\$909.32	\$1,715.68	35%
Electric	\$32,795.00	\$14,118.15	\$18,676.85	43%
Maintenance & Repair	\$56,382.00	\$26,939.87	\$29,442.13	48%
Library Supplies	\$13,250.00	\$3,094.83	\$10,155.17	23%
Educational Supplies	\$140,867.00	\$70,999.52	\$69,867.48	50%
Gas	\$17,076.00	\$2,119.35	\$14,956.65	12%
Office Supplies	\$4,300.00	\$2,726.87	\$1,573.13	63%
Professional & Tech	\$43,313.00	\$38,245.17	\$5,067.83	88%
Water	\$950.00	\$394.90	\$555.10	42%
Employee Fringe Benefits	\$625.00	\$375.00	\$250.00	60%
Total Library Expenses	\$312,343.00	\$159,974.98	\$152,368.02	51%
Wages & Salaries	\$574,544.69	\$258,023.29	\$316,521.40	45%
TOTAL	\$886,887.69	\$417,998.27	\$468,889.42	47%



January 2016 Staff Newsletter

What's happened
and what's ahead...

Lots of great things are going on at BFL but it's hard to keep everyone up to date. So, rather than sending multiple emails or posting lots of different blog posts, we're giving this newsletter a shot. Plus, we can include pictures here!



Paperbacks in Storage

In an effort to eliminate the paperbacks on top of the Fiction PB shelves, we have shifted part of the collection to the storage cabinet in the back hall. Titles were selected for storage based on circulation statistics, age and other factors. Using the selection list I created, Lynne has been modifying item records to indicate location=hasstorage and status=temporarily unavailable. This project is

still a work in progress but should be completed within the next few weeks. By using the storage option, we still have the choice to pull these items out of storage for the summer if the shelves are looking empty but for now we can gain some space and de-clutter!

Interested in writing an article for our column in the Cape Cod Chronicle?
There are dates available in March!



Procedure Change: Time-off requests/schedule changes

Please fill out the form (found in a folder on top of the mailboxes) and place it in my box. I have removed the old folder on the bulletin board where we used to place these forms. I think I'll find them faster if they are in my box! Thanks!

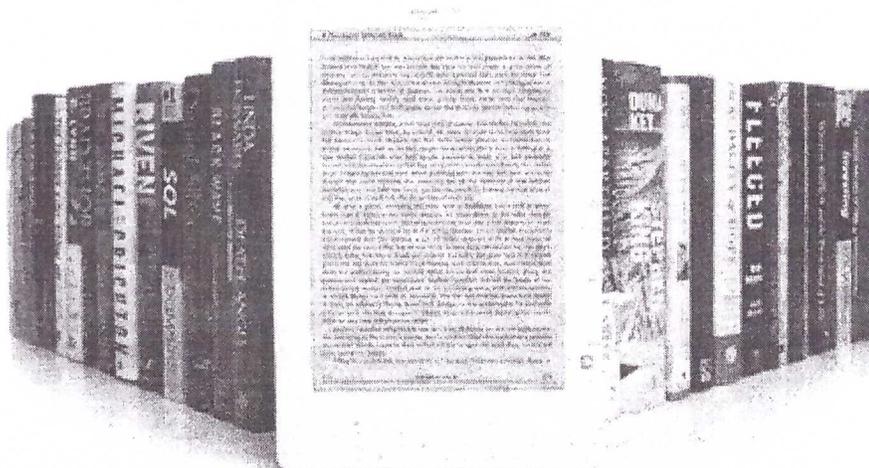
***New* Patron Email Newsletter**

This month we will begin collecting email addresses from patrons who are interested in receiving a monthly newsletter via email. This newsletter will contain the information that is included on our printed monthly calendar as well as a few book reviews, links and announcements. We may also use this email list to send email blasts regarding closings (weather related, because there will be no other unplanned closings!) in the future. A sign-up sheet will be posted on the circulation desk and a link will be on the main page of our website so that patron's may register on their own. If patrons ask, they can opt out at anytime by clicking a link on the email and we will not be sharing their email information with anyone else. The new newsletter system is independent of Sierra and will use the online "Mail Chimp" program so just having their email address in their CLAMS account is not enough to

form should be reviewed with the patron by the senior staff member in the building at the time the event occurs. Please fill the form out completely and have the patron sign and date accordingly. If any incidents occur during the evening when the Director or A.D. are not in the building, please email or leave us a note to let us know to look for the report in the binder. Thanks!

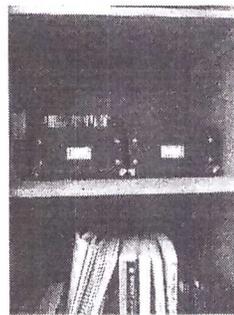
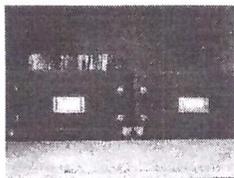
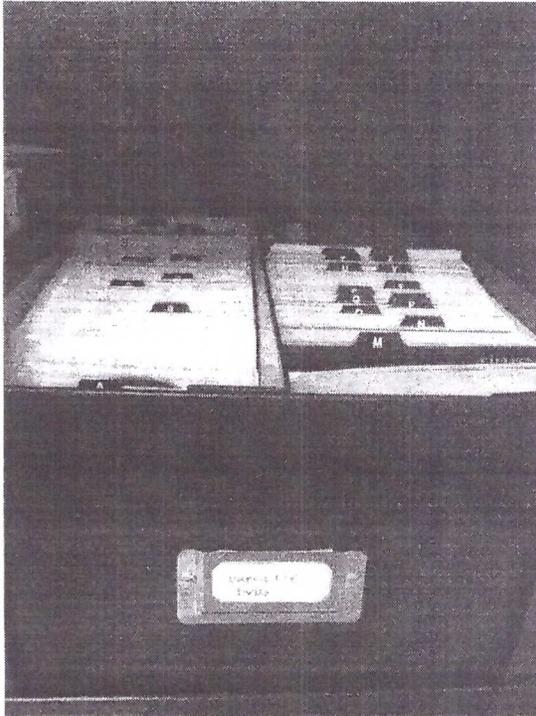
Program Times

You will notice that the start times for programs changed a bit in the month of January. We are trying to standardize program times to make them easier for patrons to remember. For example, morning storytimes. Little Harts Art and Creative Movement will all be starting at 10:30 (Homeschooling groups will still be meeting at 11 am). We are also shifting evening program start times to 7pm instead of 6:30. This applies to all library run programs and will allow the staff member that "hosts" these programs to finish their shift before starting the program. To help ease patrons into the later start time, we will be offering tea, coffee and cookies in the meeting room. They are welcome to come and socialize from 6:30-7 and sip/snack while they wait for the new 7 pm start time!



2016 Staff Reading Challenge: Chris Kaufmann has offered to be the "moderator" this year. Stay tuned to the [staff page](#) on our website and check your email for an updated list of challenge categories!

Duplicate DVD Project



Pam has been working diligently removing the duplicate DVDs (older titles--more than one year). The duplicate DVDs have been withdrawn and the DVDs themselves and their covers are in storage in the closet near my desk. A note has been placed on the record of the remaining DVD, as seen in photo, that indicates that an extra disc (or discs) is available. This idea was to a) make room on the DVD shelves as they are getting quite full and b) save these duplicate copies in case the remaining circulating copy is damaged in the future. When a patron notifies us that an item is damaged and we confirm that cleaning an item will not solve the problem we should check the item record to see if a duplicate copy is available. If so, we can switch it out and offer the patron the item again in hopes that the replacement copy works! Moving forward, Pam will scan the DVD collection on a monthly basis to remove new stickers on items that are more than a year old and to continue to identify and remove duplicate titles.

PATRON#	0	
LPATRON	1079696	
CALL #	099	DVD ALB
BARCODE	0010901707561	
INT NOTE	Extra disc available. happ 12/3/15	
INPUT ID	happ	

Campaign Build...

Coming Soon:

January:

Patron email newsletter

Will be sharing updated library-wide policies and procedures on Google Drive

Will be sharing updated Circ procedures on Google Drive

updating the staff handbook

New research computer and print vending system on the 2nd floor

NEW COPIES!!!!!!!!!!

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

Starting in January we will see a return of Little Hands Art, a program for toddlers and preschoolers to explore process art - it's about the process, not the product. The program will run on Saturdays at 10:30 for January, February, and possibly March, depending on the response. We ran this program a few years ago and it was quite popular with families looking for something to do on cold winter weekends.

Creative Movement will be moving to Monday mornings at 10:30, and Science Storytime will now be every Wednesday at 10:30. This provides us with a young child program on Mondays, while at the same time creating a more consistent schedule for both of these programs. Alternating them every other week was confusing to patrons and made it difficult to build a consistent group.

Visits to the elementary school continue. Although there was some disruption due to the holidays, Ann was able to visit most of the first grades, a second grade, a third grade, and two fourth grade classrooms in December to bring books to read a story and do book talks. The books were then left in the classroom for 2-4 weeks for the students to use. The classroom visits are planned through the end of the school year. We have received a lot of positive feedback from the teachers and students.

Ann intends to attend the ALA Midwinter Conference in Boston on January 10th.

After more than two years of work, the entire children's collection has now been relabeled. All labels are now printed, rather than handwritten. Feedback from volunteers, staff members, and the public has been very positive.

Ann Carpenter
Youth Services Librarian

Reference Librarian's Report – January 2016

Over the past few months I have been busy with some new responsibilities. I have taken over the responsibility for the Large Print collection as well as the leased McNaughton collection. I have spent some significant time re-examining our previous procedures with these collections and changing them to better fit our current needs. I ended up dropping a few of our 'standing order' programs with some of the large print vendors but I also added a few new ones that would give us more of the best sellers that our patrons are looking for. The processes for ordering Large Print books can be a bit more complex than regular print books as it is necessary to use several different vendors to get the best discounts. It took me some time looking at the state contracts and asking some questions before I could figure out the most cost effective way to get the books we want at the best discounts.

The McNaughton collection has been expanded (thanks to funding from the Friends) so that I will now be able to use this collection to buy most of the second and third copies of the most popular titles with holds on them. When the titles are no longer popular, these 'leased' copies are then returned freeing up shelf space for the next round of popular books. Emily (who is now ordering fiction) and I have been working together to ensure we are making the best use of this leased collection. These changes with the Large Print and McNaughton collections should increase circulation and decrease the wait time for best sellers for our patrons.

I also spent a significant amount of time setting up a new 'grid ordering' system that Emily, Ann, and I are all now using for the majority of items we order from our primary vendor, Ingram. Eileen Chandler from the Clams central office, and I worked with Ingram to set up our new accounts and then Eileen came to Brooks and did a final training with the three of us. This new system creates acquisition records mostly automatically saving us all many hours of time. We have all been using this system for a few months now and everything is going smoothly.

Jennifer Pickett, Reference Librarian

Trustees Report
from the Staff Librarian/Technical Services
January 2016

Cataloging: During November, a total of 670 bibliographic records were created by myself with 329 of them being periodicals and 341 being other materials. This was done during the time we were transitioning roles here so the number of new items being ordered was lighter as well as my being on vacation for 8 days and out for 2 holidays. In December the total number of bibliographic items created was 795 with 327 periodicals and 468 other materials. There were 3 days when the library was closed due to holidays.

Commonwealth Catalog: Since early December I have been processing all of the items we receive and send out in the Commonwealth Catalog (materials from outside CLAMS formerly called the Virtual Catalog). We send out much less than we borrow but both numbers have increased since the catalog came back and more consortia have been added. There is still work to be done regularly with cleaning up issues with unfilled items and other problems with item that were never received. While this system much easier to process than the old one, there are still glitches that will hopefully be worked out in the future.

Programming: Programming during November and December was lighter due to the holiday season. Starting in January we are adding an adult coloring group, a card game program for adults, an evening writer's group and a board game program for adults. All of these, as well as our book groups and other groups will begin at 7:00 and end at 8:30.

Respectfully submitted,

Suzanne Martell

**Training Workshop for
Regulatory Boards/Committees/Commissions**

**Thursday, January 14, 2016 – 6:00pm
Griffin Room, Harwich Town Hall**

Presenter: John Goldrosen, Esq. Kopelman & Paige

Agenda

Welcome

Brief Introductions

Conduct of the public hearing

- order of events
- maintaining control of the meeting
- open meeting law considerations during the hearing
- how to interact with applicants and members of the public during the hearing
- maintaining a record of submitted documents

Quorum issues and the “Mullin Rule”

Procedures to close hearings

Procedures for making findings, reaching a decision, and voting

Consideration of potential appeals when drafting a “defensible” decision

Other Topics?

Questions/Answers