

**Brooks Free Library**  
**Board of Trustees Meeting**  
**739 Main Street, Harwich, MA 02645**  
**Wednesday, December 6, 7PM**

1. Call to order/Attendance  
Meeting called to order at 7:00 PM  
Members present: J. Brown, J. Wheeler, J. Mc Carty, L. Cebula, B. Waystack,  
K. Remilliard. W. Crowell at 7:05 PM  
Absent:  
Also present: V. Hewitt, Director, A. Doucette, Bylaw Charter Review
2. Vote to approve the minutes of November 1, 2023. M. J. McCarty 2nd J. Wheeler. V.  
Unanimous
3. Public Comment None
4. Reports
- A. **Chair** None
- B. **Library Director** as submitted. Comments regarding dismay as regards the lack of ADA compatibility of the new phone system and JAWS program. Positive experience with the Dickens of a Christmas production during the Christmas in Harwich weekend.
- C. **Staff Reports**, as submitted.
- D. **Building & Grounds** Wreaths were hung for the holidays. Jeannie attended the Capital Outlay Committee. Concerns expressed about where we can be placed for HVAC issues. Mold and humidity factors are of a concern and cannot be put off for too long. Hoping there can be a possibility of moving it back to FY27 or FY26 (which appears a lighter year at this point). Still to be determined.
- E. **Liaison from the Select Board** None
5. **Correspondence** email from Mass Board of Library Commissioners. Changes To reporting requirements for Multiple Independent Libraries. Designed to Make things easier and more automated, remains to be seen how that would Work in our network between BFL and the 2 smaller private libraries. It was Suggested and agreed that a collaborative meeting among the chairs and Of the 3 libraries would be a wise idea and will be pursued.
6. **Old Business**
- A. Draft of the job descriptions to compare and contrast for Director and Deputy Director was discussed along with the new organizational chart.

## 7. **New Business**

- A. Trustee Section of Town Charter- reviewed and discussed Draft Charter Language. Motion to approve draft as amended m. J. McCarty  
2nd. W. Crowell. V. Unanimous
- B. FY25 Budget Preparation was discussed and a final draft and memo will be forthcoming
- C. Motion to accept monetary donations totaling \$2347.00 to the Brooks Free Library Gift Account as follows:
  - \$20.00 from Bob & Jane Ruddock
  - \$500.00 From Edward & Elizabeth Johnson- Annual Donation
  - \$50.00 Maureen Condon in memory of Louisa Warren
  - \$50.00 Dave & Kathy Cockcroft in memory of Louisa Warren
  - \$1000.00 John Cahill for VITAL program
  - \$2.00 Donation
  - \$575.00 The Sitkin Family Annual Donation
  - \$50.00 Julie Ann Leavitt in memory of Louisa Warren
  - \$100.00 James & Janet Nahirny in memory of Louisa WarrenM. J. McCarty                      2nd J. Wheeler                      V. Unanimous

## 8. ***Trustees Reports and Requests for next meeting's agenda.***

### 9 Upcoming meetings and events

- A. Library Board of Trustees Wednesday, January 3, 2024 at 7 pm
- B. Library Board of Trustees Wednesday, February 7, 2024 at 7 pm
- C. Library Board of Trustees Wednesday, March 6, 2024 at 7pm

Motion to adjourn at 8:08 PM. M. J.Wheeler. 2nd K.Remilliard. V. Unanimous

Respectfully submitted,  
Bernadette Waystack

**Minutes approved at the Brooks Free Library Board of Trustees meeting on Wednesday,  
January 3, 2024**