

Brooks Free Library
Board of Trustees Meeting
739 Main Street, Harwich, MA 02645
date 11/5/2025

Members present: J.Brown, J. Wheeler, J. McCarty, L. Cebula, B. Waystack, P. Murray,
Others present V. Hewitt, Director, Lynn Budell

Meeting called to order at. 7.02pm by Waystack.
Public Comment none

Motion to approve the regular session minutes for 10/1 by Murray second by Brown pass 6-0-0

Reports

Chair provided the link to the recent Open Meeting Law presentation
We need to start using the town emails and not personal for BFL business
All committees must follow OML re posting and minutes, which includes Building &
Grounds, Personnel, and Strategic Planning

Library Director reminded trustees that she will be out on medical leave for rest of November.

Review of Staff Reports thanks from Trustees to staff

Building & Grounds none

Personnel Committee will report in executive session

Strategic Plan Brown and McCarty are creating plans for an open town meeting to receive input.
Possible questionnaire to be used- newspapers, webpage, Channel 8 PSA.

Correspondence none

Old Business

Recruitment process re Library Director- planning in process

New Business

Vote to approve donations none

FY 27 budget and FY 27-31 Capital Plan Hewitt working on budget for next fiscal year.
Utilities are way up, no HEA contract settled so using the expired contract for rates. In planning
for new director, Hewitt planning at top step.

Trustee reports and requests for next meeting agenda
Murray will report on the Mass Library Trustees Association conference
We want Crowell to bring cookies!!!!

Motion to adjourn and move into exec session and not return to public session at 7.25pm
By Wheeler Second by Brown roll call vote 6-0-0

Minutes by Linda Cebula Secretary approved ____ 12.3.25 ____

**Minutes approved at the Brooks Free Library Board of Trustees meeting on Wednesday,
December 3, 2025**