

Brooks Free Library
Board of Trustees Meeting
739 Main Street, Harwich, MA 02645
date 12/3/2025

Members present: J.Brown, L. Cebula, B. Waystack, P. Murray, W Crowell
Others present V. Hewitt, Director, Lynn Budell
Absent J Wheeler, J McCarty
Meeting called to order at. 7.02pm by Waystack.
Public Comment none

Motion to approve the regular session minutes for 11/5/2025 by Murray second by Brown pass
4-0-0

Reports

Chair noted that Annual Report is due 1/9/2026

Library Director sent out the current draft budget for next fiscal year. Discussed with ATA Schiavi issues over utility budgeting and history of building utilities overruns. Noted that payments when staff leave is in a separate central account and not in departmental budgets.

Review of Staff Reports thanks from Trustees to staff. Noted that staff stepped up with Director on leave for November.

Building & Grounds have reminded Maintenance re water filters in bubblers.

Personnel Committee On track for recruitment efforts for Director position. Discussion on budget issue concerning using step 10 for Director position, ATA Schiavi would prefer step 5. After discussion, motion to send letter from Chair regarding Trustee disagreement with that concept. Motion by Brown Second by Crowell pass 5-0-0

Strategic Plan Brown suggested that this be put on hold until new Director is in place: does not seem fair to hand a new person a completed plan into which they have had no input. Brown and McCarty have gathered examples of plans from other libraries and attended MLBC workshops. Both feel that Trustees need to hire a consultant to provide competent guidance.

Correspondence none

Old Business

Recruitment process re Library Director- under personnel report

New Business

Vote to approve donations none

Donation of Rogers Statue-still no pictures or assessment of quality. On hold until information is received. Noted that library does not have "The Referee".

Murray reported on her attendance at the MLTA conference. Topics included bills pending on financial support, building bridges with legislative staff and Friends Groups.

Holiday Hours Library will be open with regular hours 12/27 and 1/3

Grievance received this afternoon from Hea concerning the Friends' Sunday lecture And the library's hiring of a nonHEA person for assistance. Director Hewitt had already denied the grievance citing that the library did not hire anyone, the external group Friends did the hiring (memo dated 11/18/2025). Level one in the grievance process is the director, level 2 is to the Trustees as an appeal. After discussion, Trustees voted 5-0-0

to have Chair send a letter to HEA citing denial of grievance.

Trustee reports and requests for next meeting agenda-none noted

Murray noted that her correct town email is Patricia.Murray@ not Tricia.Murray@.

Motion to adjourn and move into exec session and not return to public session at 8":03 pm

By Brown Second by Murray roll call vote 5-0-0

Minutes by Linda Cebula Secretary approved ____1.7.26_____

Minutes approved at the Brooks Free Library Board of Trustees meeting on Wednesday, January 7, 2026