

Brooks Free Library Board of Trustees
Wednesday May 7th at 7 pm
739 Main St., Harwich MA 02645

1. Call to order/Attendance - 7:03 pm
Present were J. Brown, L. Cebula, W. Crowell, J. McCarty and J. Wheeler
Also present were Library Director G. Hewitt and a member of the public Lynn Budell
T. Murray and B. Waystack were absent.
2. Public Comment –
May is membership renewal month for the Friends of the Brooks Free Library. Lynn passed out membership forms.
3. Vote to approve Minutes of April 2nd Meeting –
Motion: J. McCarty made the motion to approve the Minutes as corrected.
B. Crowell 2nded and the vote to approve was unanimous.
4. Reports
 - A. Chair – none at this point
 - B. Library Director –
There is still a problem with the bills coming from the correct Trust Funds. Interest is not going into the
correct accounts either
 - C. The Staff Reports are in the meeting packet.
The Board always finds these informative
 - D. Building & Grounds –
The furniture has been ordered from Casual Design and should arrive by May 28th
 - E. Personnel committee – not at this point
5. Correspondence -
None
6. Old Business
None
7. New Business
 - A. Revised job description for Library Director
Trish & Linda met with Ginny about her new job descriptions.
Page 6 of this document ‘Some patrons may experience a variety of behavioral issues that may cause them to conduct themselves inappropriately’ seems too specific
Page 4 ‘The Board of Trustees has set following education and experience guidelines’
Page 1 ‘Trusteesith’ changed to ‘Trustees with’
Motion by J. McCarty to approve this Position Description with the suggested changes for the Library Director Seconded by Jeannie and the vote to approve was unanimous
 - B. Vote to Accept Monetary Donations –
 - a. None
8. Trustee Reports and Requests for next Meeting’s Agenda – none

9. Upcoming Meetings/Events

- A. Library Board of Trustees – Wed June 4, 2025 - 7 pm
- B. Library Board of Trustees – Wed July 2, 2025 – 7 pm
- C. Library Board of Trustees – Wed August 6, 2025 – 7 pm

10. There being no further business Chair L. Cebula called for the meeting to be adjourned at 7:47 pm

Motion: Jeannie made the motion to adjourn the open meeting. J.McCarty 2nded and the motion passed unanimously.

Respectfully Submitted,

JoAnne Brown

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**Minutes approved at the Brooks Free Library Board of Trustees meeting on Wednesday,
June 4, 2025**