

Brooks Free Library
Board of Trustees Meeting
739 Main Street, Harwich, MA 02645
August 6, 2025

Members present: Joanne .Brown, Linda Cebula , William Crowell, Joan McCarty, Tricia Murray, Bernadette Waystack, Jeannie Wheeler

Others present Virginia Hewitt, Director , Lynn Budell

Meeting called to order at 7.00 pm by Chair Waystack.

Public Comment none

Motion to approve the regular session minutes for July 2,2025 with one correction

August 8 reference should be August 4

Motion by McCarty Second by Wheeler unanimous approval

Reports

Chair

*provided copies of trustee Pocket Guide from MLA

*Hewitt presented information at Non Resident taxpayers Meeting

*Waystack and Hewitt completed annual performance review on 7/11

*no executive session needed at end of today's meeting

Library Director no additional comments or questions on report included in packet

Hewitt Is planning on retirement June 2026.

Review of Staff Reports- no questions or comments on reports included in packet.

Building & Grounds

*Refrigerator purchased and installed

*people enjoying the new furniture

*Brown and Wheeler met with Sean Libby of DPW. Bushes will be trimmed on bank street side of property, regular mowing in back areas.

*Per Libby, painting of the side of the building will be done by DPW staff.

*Custodial services have shown improvement

*David Nixon, CPC chair, approached Hewitt concerning a larger sign on the property. Will be on a future agenda for a fuller discussion concerning historic district and other groups that support the library both financially and with volunteer services.

Personnel Committee No report this month

Correspondence none

Old Business none

New Business

A Goals and Project Timing

The current town Capital Plan has funds for the planning for interior modifications With a following year containing the funding for the construction. Hewitt suggested that, without an updated strategic plan, we should request that this project be deferred for a year. General consensus of trustees-agreed.

Strategic planning-after discussion for timing and planning, Brown and McCarty appointed as Strategic Planning Committee with Hewitt as additional member. Progress report to be provided for September meeting: hiring of a consultant, timeline, process to follow

B Review of draft Policy on Reciprocal Borrowing Privileges.

After discussion and concerns expressed on future funding issues , motion to approve draft policy with three modest changes by Murry, second by Brown, unanimous

C Motion to accept \$100 donation from Paul & Christine Lapuc in memory of Len Sarver. Motion by Wheeler second by Murray, unanimous

Trustee reports and requests for next meeting agenda

- *Crowell will arrange for the annual investment review for October meeting
- *Report from Strategic Planning Committee
- *Note that Waystack and Wheeler will not be attending October meeting.

Motion to adjourn at 7.53pm

Motion by Wheeler Second by McCarty unanimous

Minutes by Linda Cebula Secretary

approved - 9/3/25

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

