

Brooks Free Library
Board of Trustees Meeting
739 Main Street, Harwich, MA 02645
October 1, 2025

Members present: Joanne Brown, Linda Cebula, William Crowell, Joan McCarty,
Tricia Murray

Not Present: , Bernadette Waystack, Jeannie Wheeler

Others present Virginia Hewitt, Director

Meeting called to order at 7.02 pm by Vice Chair Murray

Public Comment none

Motion to approve the regular session minutes for September 3, 2025 with the correction to the members of the Planning Committee.

Motion by Brown Second by Crowell 5-0-0 approval

Annual Meeting with Rockland Trust

David Schiller, Vice President and Relationship Manager and Brian Callow Senior Vice President and Relationship Manager presented the annual report on the investment portfolio for the Library. (copies attached to the posted agenda). Harwich has been late in posting the disbursements for the past few years, so the \$46,000 recorded in this year is actually the result of these late postings. According to Hewitt, there is approximately \$18,000 more to be recorded in order to complete the catch-up.

Strategy is a balanced approach with 55% equity and 45% fixed income, utilizing the Legal List of securities: conservative with a balance of growth and income. Rockland will rebalance the holdings as needed to retain this 55/45 split within a few percentage points. The issues around higher tariffs continues the uncertainty of how long will the consumer accept higher prices and what that might do to the markets. Trade cycles and tariffs are complex issues with complex impact.

Murray thanked them for the comprehensive assessment and thanked them for their efforts on behalf of the Library.

Reports

Vice Chair no executive session needed at end of today's meeting

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

Training the Deputy Director and Executive Assistant on the Aris reporting process.

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

Building & Grounds no report this month

Personnel Committee will be under recruitment process

Strategic Plan committee meeting and working out process and timelines

Correspondence letter from Matt Sutphin suggesting that the Trustees not accept the donation of art by Thomas Kinkade

Old Business

Discussion on the proposed recruitment process for Library Director. After discussion, consensus reached on having the Trustees meet with finalists for the position.

Motion to accept the recruitment as presented with the following changes, Trustees will meet final candidates and provide feedback, and the Selection of the final candidate will be made by trustees. Motion by Brown Second McCarty approval 5-0-0. Cebula to make changes to memo which will be included in next meeting packet.

New Business

Motion to accept \$1,475 in donations by Crowell second by Brown. Approved 5-0-0

After discussion concerning the opportunity for the art by Thomas Kinkaide, motion to regretfully decline the donation by Crowell second by Brown approved 5-0-0

Trustee reports and requests for next meeting agenda

Hewitt suggested a draft spending plan for the trust funds for the next meeting.

Motion to adjourn at 8.45 pm by McCarty second by Brown. Approved 5-0-0

Minutes by Linda Cebula Secretary

approved 11/5/2025

Minutes approved at the Brooks Free Library Board of Trustees meeting on Wednesday, November 5, 2025