

**Brooks Free Library
Board of Trustees Meeting
739 Main Street, Harwich, MA 02645
Wednesday, January 3, 2024, 7PM**

1. Call to order/Attendance

Meeting called to order at 7:03 PM

Members present: J. Brown, J. Wheeler, K. Remillard, L. Cebula, B. Waystack, J. McCarty, W. Crowell

Absent: none

Also present: V. Hewitt

2. Vote to approve the minutes of December 6, 2023. J. McCarty. 2nd J. Wheeler. V. Unanimous

3. Public Comment No report

4. **Reports**

A. Chair none

B. Library Director as submitted, with additional note that currently the new phone system is automatically generating emails from any voicemails left.

C. Staff Reports as submitted

D. Building & Grounds No formal report but thanks to Cary Sims for her additions to the Christmas decor, which garnered many compliments

E. Liaison from the Select Board No report

5. **Correspondence** Letter regarding a bequest which is forthcoming from the estate of Louisa Warren

6. **Old Business**

A. Establishment of Deputy Library Director in the Personnel Bylaw

Trustees voted on the budget for FY ending 06/30/2024 which included the DD Position on 01/04/2023.

Motion to affirm the Deputy Director position:

M. J. McCarty 2nd. W. Crowell. V. Unanimous

Motion for the Chair to present the required letter from the Trustees and Director dated January

5, 2024 which must be sent to the Select Board requesting this action.

M. W.Crowell. 2nd. J.McCarty v. Unanimous

B. FY25 Budget Submission Director Hewitt presented a detailed explanation
Of the budget as presented and addressed comments and questions from
Board.

Motion to approve the FY25 Budget for Brooks Free Library as presented

M. J.McCarty 2nd J. Brown. V. Unanimous

7. New Business

A. Vote to Accept Monetary Donations

Motion to accept a donation of \$500 from the Dennis E. Jordan Family- Annual Donation

M. K. Remillard. 2nd. J. McCarty. V. Unanimous

8. Trustees Reports and Requests for next meeting's agenda.

Chair distributed a draft Library Director Evaluation (with thanks to Kathleen Remillard for drafting this instrument). Chair requests that all trustees review and prepare to discuss at next meeting.

9 Upcoming meetings and events

A. Library Board of Trustees - Wed., Feb. 7, 2024 - 7 pm

B. Select Board/ Fin Comm, Joint Budget Hearings - Sat.March 2,2024

C. Library Board of Trustees - Wed., March 6, 2024 - 7 pm

Motion to adjourn at 8:11 PM. Motion: J. Wheeler 2nd. J. McCarty v. Unanimous

Respectfully submitted,
Bernadette Waystack

Minutes approved at the Brooks Free Library Board of Trustees meeting on Wednesday,
February 7, 2024