

**Brooks Free Library**  
**Board of Trustees Meeting**  
**739 Main Street, Harwich, MA 02645**  
**Wednesday, November 1, 2023, 7pm**

1. Call to order/Attendance: Meeting was called to order at 7:07pm. Members present: B. Waystack, K. Remilliard, J. Brown, J. Wheeler, L.Cebula, J. McCarty, W. Crowell. Also present: V. Hewitt, Library Director
  
2. Vote to approve the minutes of September 6 and October 4, 2023  
M. J. McCarty 2nd B. Waystack. V. Unanimous
  
3. Public Comment: none
  
4. **Reports**
  - A. Chair. No report
  
  - B. Library Director, as submitted. Also Ms. Hewitt noted approximately 55 Trick or Treaters for the first ever Trick or Treating at BFL in addition to Halloween Parade
  
  - C. Staff Reports, as submitted
  
  - D. Building & Grounds: Jeannie spoke with Sean Libby regarding the roof. Estimates the roof will go through all necessary channels and work will be done in the spring. It was noted that the costs will remain the quoted ones even if material prices rise.
  
  - E. Liaison from the Select Board: none present
  
5. **Correspondence:** none
  
6. **Old Business**  
No new business
  
7. **New Business**
  - A. Reorganization of Library Staff Organization Structure: A discussion was had comparing the existing chart and its chain of command and how the proposed reorganization could look pending approval of a Deputy Director position.
  
  - B. Draft job description for new Deputy Director position: A discussion was had on this draft as a good starting point. It also makes it clear that we have a very outdated and inaccurate Library Director's position. It was agreed this must be revised to make clear

the differences, distinctions and the overlapping authority/responsibilities between the two.

C. Vote to Accept Monetary Donations: none

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

9. Upcoming meetings and events

Library Board of Trustees Wednesday, December 6, at 7 pm

Library Board of Trustees Wednesday, January 3, at 7 pm

Motion to Adjourn at 8:16 pm

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

Respectfully submitted,  
Bernadette Waystack

Minutes approved at the Brooks Free Library Board of Trustees meeting on Wednesday,  
December 6, 2023