

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

1. Call to order/Attendance

Meeting called to order at 7:02 PM

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

Absent: J. Brown, J. McCarty ( both excused)

Also present: V. Hewitt, Director

2. Vote to approve the minutes of January 3, 2024 Board of Trustees meeting

*M. Remillard, 2nd Wheeler. V. Unanimous*

3. Public Comment none

4. Reports

**A. Chair**

Chair spoke with SB chair Julie Kavanaugh after sending a letter regarding the reclassification of Deputy Director position. Ms. Kavanaugh informed our Chair that we can be put in touch with Legal to move this forward at Town expense.

**B. Library Director** as submitted. Also shared that she attended some valuable professional development around the topic and ramifications of book banning. Ensuing discussion pointed to the need to update and revise our policies around meeting room, property and programming. Also had first in-person Legislative luncheon since COVID and it was very successful.

**C. Staff Reports** as submitted

**D. Building & Grounds** Sean Libby has a meeting with the Historic Commission regarding replacement of the roof

**5. Correspondence**

**6. Old Business**

**A.** Update on FY25 Budget as per the Director's Report above

**7. New Business**

**A.** Vote to Accept Monetary Donations none

**B.** New Evaluation and Self-Evaluation Forms for Library Director

Thanks go to K. Remillard for a stellar draft revision. Discussion was brief and

Enthusiastic as regards adopting the Self-Evaluation.

Motion made to adopt the first page of the Self-Evaluation form

*M. Crowell. 2nd. Wheeler. V. Unanimous*

Discussion then moved on to the draft of Director's Evaluation form.

Motion made to adopt the first page of the Director's Evaluation form

*M. Crowell. 2nd Wheeler. V. Unanimous*

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

9 Upcoming meetings and events

A. Select Board/Finance Committee Joint Budget Hearings, March 2, 2024

B. Library Board of Trustees Wednesday, March 6, 2024 at 7 pm

C. Library Board of Trustees Wednesday, April 3, 2024 at 7pm

Motion to adjourn at 8:00 PM. M. Wheeler 2nd. Crowell. V. Unanimous

Respectfully submitted,  
Bernadette Waystack

Minutes approved at the Brooks Free Library Board of Trustees meeting on Wednesday,  
March 6, 2024