

ATTENDEES:

Trustees: Gail Coolidge, Marty Green, Stacie Cassat Green, Jen Manell, Charles Redinger

Director: Mary Wilson

Absent: Davida Bagatelle

CALL TO ORDER: 6:45 p.m.

November minutes reviewed and approved as amended.

DIRECTOR'S REPORT:

- Month over month circulation is up 8% and holding steady.
- Month has been busy with working on budget and strategic plan.
- Mary and trustees need clarification on applying merit pay.

STRATEGIC PLAN REPORT:

- Great meeting on Dec 2, 2018. All three teams (data, trends, and survey) brought great data and information to share at the group meeting.
- Infrastructure, use of space, and technology improvements were among top items to address.
Action item: Draft strategic plan will be ready for review in January 2019.

MAKER SPACE UPDATE:

- HPL received \$8500 from Further Forward Foundation.
- With grant money HPL will purchase a mobile makerspace workbench. Small enough to move to different locations in library.

BUDGET UPDATE:

- Reviewed budget and narrative.
- Unanimous vote to approve budget.
Action item: Submit budget to town hall for FinCom review.

MEETING ROOM POLICY REVIEW:

- Discussed how other libraries are offering tutoring space in community rooms.
- Will review reservation data beginning Sept 2018 regarding space use.
- Discussed changing meeting room reservation policy from 24 in advance to 48 hours in advance.
- Unanimous vote to approve 48 hour reservation time.
- 48 hour policy to begin 1.1.19 and will be communicated to patrons in advance of the change.

CABLE TV PRESENTATION:

- Presentation given by HCTV Station Manager Anya Zulawnik.
- HCTV overview highlights include: COA active HCTV user, teachers at Bromfield and HES utilize TV studio, record events and meetings at town hall, have recorded Arm and Arm events.
- HCTV Equipment in many town buildings but not yet at library.
Advised HPL updates 11 year old equipment.
\$55–75k for new equipment. ~8k for extra device to allow for live feed.
Expected lifespan of new equipment would be ~8 years.
HCTV has trained people how to self record for live meetings and events.
Would be using HPL network bandwidth to go live.
- Programing ideas include: A show where librarians read to kids and/or seniors to read to kids.

POLICY DISCUSSION:

- Tabled for next meeting.
Action item: Bring policy binders to next meeting.

OML UPDATES:

- Unanimous vote to allow teleconferencing into a HPL trustee meeting if needed.

NEXT MEETING: February 4, 2019 at 6:45 p.m. Location: Harvard Public Library.

MEETING ADJOURNED: 8:12 p.m.

