

ATTENDEES:

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

Director: Mary Wilson

Public: Kerry Evans, Jonathan Evans, Pete Jackson

MEETING CALLED TO ORDER: 6:45 p.m. Meeting held via Zoom.  
March minutes reviewed and approved as amended.

DIRECTOR'S REPORT:

- Started the month strong and with a lot of activities.
- Mid-month Harvard closed town buildings to the public due to COVID19.
- Library staff worked hard and well during the closure and transition to increasing electronic services.
- Children's activities have moved online.
- Abby has been doing a great job and keeping kids engaged during online group activities including a series of afternoon read aloud programs and starting a YouTube. Program can be found via the HPL website.
- Teen and reference working with middle and high school teachers at Bromfield.
- New temporary Instant digital ecard will work for the duration of the closure.
- Staff has been limited in the library providing reference help and working through project lists.
- Town spending freeze began at the end of last week.
- MBLC met last Friday.
  - Rule and regulation changes are a work in progress.
  - Initially the HPL's book drop was left open.
  - MBLC recommended that libraries should not provide curbside service for the safety of staff and patrons as materials could be vectors.

COMMITTEE REPORTS

Building and grounds

- Cleaning is still occurring as limited staff are working in the building.
  - Action item:** We need to plan ahead for reopening and make sure cleaning adequate to keep staff and patrons safe.
- Whole Earth should be starting landscaping soon.
  - Action item:** Gail to check in with Whole Earth to see if and when they are working.
- Wifi—People stop by the parking lot to use wifi. Wifi will continue to be on.

OLD BUSINESS

- Walk through with MBLC needs to be scheduled when it is safe to do so.
- Evaluation by historical architect to be scheduled when it is safe to do so.
- Reviewed wedding policy.

OLD BUSINESS CONTINUED

- IMLS (Institute of Museum and Library Science) and CDC put out a webinar for libraries. Discussed contamination of library materials and mitigating paper based library collections. There was a lot for HPL to think about including considering limiting patrons in the building and having a plan to manage influx of returned items.
- Charles brought up working on Speakers series as something we could work on now.
- Stacie: Discussed how we may consider a journaling program to provide primary source material of this time for the future. Collecting primary source material fits in directly with the strategic plan item of digitizing materials to preserve local history.
- Note: Town caucus and town meeting have been postponed.

PUBLIC COMMENT:

Kerry and Jonathan Evans attended the meeting to learn about town government.

Kerry Evans mentioned that a virtual speaker series would be a welcome activity.

NEXT MEETING: Monday, May 4, 2020, at 6:45 p.m. Location: Virtual Meeting. See posted agenda for login info.

MEETING ADJOURNED: 7:40 p.m.