

**Trustees of the Harvard Public Library  
Draft Minutes for Monday, April 4, 2022  
Held on Zoom**

**Attendees:** Cary Browse, Gail Coolidge, Marty Green, Stacie Cassat Green, Jen Manell, Davida Bagatelle  
**Director:** Mary Wilson

Call to Order: 7:02 p.m. Meeting held via Zoom; recording is available on Harvard Cable TV.

Topic	Discussion	Votes/ Action Items
<b>Review of Minutes</b>		March 7, 2022 Minutes approved.
<b><u>Director's Report</u></b> <b>State Level</b>	2nd state aid payment of \$5,695.20 will arrive soon. Total for FY22 \$11,382.55.  This is more than previous years. The amount is tied to circulation numbers and other factors.	
<b>Director's Report</b> <b>Town Level</b>	Hybrid meetings are now only allowed in the Upper Town Hall Meeting Room. Smaller meeting rooms will be available for hybrid meetings soon.  Nomination papers for town elections are due April 12 at Town Hall.  Library staff are participating in an online cyber security training program.. New sessions are available monthly through the end of the year.	

<p><b>Director's Report</b></p>	<p>March Total circulation : 8,758</p>	
<p><b>Library activities</b></p>	<p>Mary notices that more people are coming into the library but they are not staying as long as pre-pandemic.</p> <p>There have been no major complaints about required masks in Childrens room.</p> <p>Abby reports that outdoor programs for kids are showing registration numbers higher than the same programs offered indoors.</p> <p>State aid money will help pay for a larger tent this summer (30x40 feet). That size is closer to what we envision for the permanent structure.</p> <p>Book Sale, one weekend only, May 6-8</p> <p>Book collection coming up on Saturdays.</p> <p>Lots of books leftover from Flea Market</p> <p>Money from book sale will pay for museum passes, concerts, children's programs and more.</p> <p>What happens to books that aren't sold? Resident from Nigeria interested in sending books to his secondary school. More Than Words has taken the books in the past. Chris has also been in contact with nonprofits in the past, he allows them to look over remaining books before More Than Words comes.</p>	<p>Mary will contact Chris about the possibility of offering leftover books to the Nigerian school</p>

<b>Buildings and Grounds</b>	<p>Gail - New landscaper has begun extensive pruning.</p> <p>Gail is also doing some gardening.</p> <p>Looks great, people are noticing and commenting.</p> <p>To add some color to the front russian sage garden, planting violas and pansies has been recommended.</p>	
<b>Communications</b>	Jen ordered letterhead and envelopes. Printing looks great	<b>Stacie</b> will drop off stationery at the Trustees Room.
<b>Closed Captioning for Zoom</b>	<p>Marie helped set up live transcription for the recording.</p> <p>Marie will encourage use of this feature for town meetings.</p>	<b>Davida</b> will confirm that the Closed Captioning shows up on the recording.and will report back.
<b>Space Use:</b>	An estimate from RE Architects for drawings of possible outdoor structure was received. Trust will review the estimate.	
<b>New Business</b>		
<b>508 Compliance on HPL website</b>	<p>Stacie used a free app called ANDI to determine the accessibility of the HPL website.She found no legal concerns on our website.</p> <p>2 issues were noted: Both alt=home for our logo and the photo of Old Bromfield entrance should be identified as decorative, and material that comes from Booksite.com is not easily accessible to screen readers.</p> <p>Contrast is not an issue anywhere.</p> <p>We don't need to hire anyone to fix these few items.</p>	<b>Mary</b> will tell Constance, 'good job' with the website.
<b>Painting Estimate</b>	Davida has an estimate for the painting work. It will be submitted to the Trust.	

<b>Town Code of Conduct</b>	Make sure to sign in and send it in.	<b>All</b> - sign Town Code of Conduct and send it to the Town Clerk
<b>Old Business</b>		
<b>Seed Library</b>	<p>Kudos to Constance who is working with Wyatt Holt, and some of his students. Kids are producing a slideshow about the seed library and have helped pack the seeds. This is a community service project for students.</p> <p>Davida restocked the seeds. There is lots of interest this year. There are fewer varieties of seeds, but more popular items..</p> <p>This is the 8th year for the seed library.</p>	
<b>A/V Project</b>	<p>Not much to report.</p> <p>Craig, the project manager, has sent screenshots of control panels to show how the system will work.</p> <p>Nick Browse is reviewing the screenshots and will join a discussion with CCS this week.</p> <p>Staff will be included.in the discussion with CCS.</p> <p>Pete is looking for internet feed to the conference rooms.</p> <p>Neither port works in the quiet study room.</p> <p>Volunteers Hall ports work.</p> <p>When should we bring in an electrician? Will be a topic at the meeting with CCS.</p> <p>Would be best to complete the electric work before painting begins.</p> <p>Mary will ask if CCS engineers need to work with the electrician.</p>	<b>Mary</b> will ask CCS if we should start electrical work soon. And if CCS engineers need to work with the electrician..

	Wiring plan for internet connections is not good.	

**MEETING ADJOURNED 7:43 p.m.**

**NEXT MEETING: Monday, May 2, 2022 at 7 p.m. Marty will take minutes.**

**LOCATION: Volunteers Hall.**

**Documents referenced:**

**Draft Trustee Minutes for March 7, 2022**