

**Trustees of the Harvard Public Library
Draft Minutes for Tuesday, January 10, 2023**

Attendees: Gail Coolidge, Marty Green, Stacie Cassat Green, Davida Bagatelle, Cary Browse, Jen Manell

Director: Mary Wilson

Teen Liaison: Tim Zobbi

Call to Order: 8:03 p.m.

Location: Hybrid

Topic	Discussion	Votes/ Action Items
Review of Minutes		December 6, 2022 minutes approved as corrected.
<u>Director's Report</u> <u>State Level</u>	<p>Library has not yet received funds from MBLC.</p> <p>Mary had a notice from Maura Deedy, from the Mass Board of Library Commissioners, encouraging all libraries to put their collection development policies online. As per state law.</p> <p>We will need to update the policy before getting it online with the rest of our procedure manual.</p>	<p>** Mary and staff will review collection development policy.</p>
<u>Town Level</u>	<p>Mary received FY24 budget questions from the town, all about personnel salaries. Mary will make clear that the overall increase is only 4%, but each individual will get the full 8.2% increase. Same number of hours, but newer personnel at lower rates.</p> <p>Mary and Chief Sicard met with CPIC; still waiting for 2 more quotes on fire protection system upgrade.</p> <p>The Annual Town Report piece from the Trustees is due on January 23. Photos are always good to include in the report.</p> <p>Special Town Meeting: February 13 at 7pm, location TBD</p> <p>Annual Town Meeting: April 13 at Cronin Auditorium</p>	<p>** Mary will answer budget questions from the town.</p> <p>** Stacie will submit the Trustees report with photos of programs.</p>

<p><u>Library activities</u></p>	<p>Number of students in the library after school is back to pre-pandemic levels.</p> <p>8th grade was in last week. Their Project 351 raised 2,000 pounds of food and supplies.</p> <p>Isabelle Andrei joined the staff in Catherine’s circulation position. She will work 24 hours/week. She is starting library school.</p> <p>Abby has finished library school.</p> <p>Amanda is working on her library degree.</p> <p>Circulation last month totalled 8,490 items; Approximately 80% over the counter, 20% e-materials. These figures are in line with FY22 circulation numbers.</p> <p>Mary found the book drop full-to-overflowing over the holidays.</p> <p>Many activities happening in the library: Climate Initiative movie in March, Warner Free Lecture, Lions Club hosted debate competition.</p> <p>Library is now open again on Monday nights until 8pm.</p> <p>Trustees will move meetings back to the first Monday of the month starting in March.</p>	
<p>COMMITTEE REPORTS</p>		
<p>Buildings and Grounds</p>	<p>Cohasset is planning an outdoor pavilion similar to the one we are considering.</p>	
<p>Communications</p>	<p>Next Meeting: discuss “Library of Things”</p> <p>Jen would like to create a communication about library resources and programs to the community.</p>	
<p>Annual Appeal</p>	<p>Funds from the appeal are coming in.</p>	
<p>OLD BUSINESS</p>		

Shade Sails	Davida spoke with George on the Harvard Historical Commission. She sent him a description of the shade sail proposal with photos and drawings. The next step is to file the HHC form.	** Davida will fill out HHC form and will sign the document.
Quote for Footings	Reviewed the quote for the cost of installing footings for the shade sails. Motion to take the \$42,100 quote to the Trust: passed	Vote was unanimous to bring the footing installation quote to the Trust.
Remove Trellises	Gail asked whether the footings contractor can also remove the trellises. Davida will ask.	** Davida will ask the footing contractor if they can remove trellises. ** Gail will look for installation drawings from the trellises and will send them to Davida.
A/V Project	Wireless mics are due on February 9.	
Policy manual	Discussed and edited policy manual. Will continue with this process at the next meeting.	
Disabilities self-evaluation and transition plan		Postponed until next meeting
NEW BUSINESS		
RE-Architect contract	Reviewed and discussed plans for an outdoor pavilion. Contract will be brought to the Trust for a vote.	

Bathroom Repairs		Moved to next meeting
TOPICS FOR NEXT MEETING	Library of Things Continue editing Policy Manual Bathroom repairs Disabilities self-evaluation transition plan Sign thank you letters	

**** Action item**

MEETING ADJOURNED at 8:27 p.m.
NEXT MEETING: Tuesday, February 7, 20223
LOCATION: Trustees Room

Documents referenced:
Draft Trustee Minutes from December 6, 2022
Library Policy Manual
RE Architects Drawings
2022 Library Trustees report in the Annual Town Report