

TRUSTEES OF THE HARVARD PUBLIC LIBRARY  
MINUTES FOR MONDAY, MAY 6, 2019



ATTENDEES:

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

CALL TO ORDER: 6:46 p.m.

April minutes reviewed and approved as amended.

DIRECTOR'S REPORT:

- Book Fund received a donation.
- Circulation April 2018/April 2019 +2.73.
- Camera update: Mary has tracked down a used camera that may work with our system. Asked for a proposal to upgrade the system.
- WiFi: Quote from C/W MARS Five year licensing, one time fee of \$3979.20.
- Mary sent inquiry to C/W MARS for clarification of what Cat6 cable requirements and capabilities are.
- Friends of the HPL Book Sale is coming up on May 10, 11, 12, 18, and 19.
- More than Words will take extra books from the sale on May 20.
- HPL had an outreach table at Annual Town Meeting which was appreciated by the community.

COMMITTEE REPORTS:

- Alarms: Motion made to look into localized alarms on the two doors to the children's room. Vote: Unanimous approval.  
**Action item:** Look into costs and report back for June meeting. Jasonics will provide a quote.
- Operations management company Dude Solutions evaluated life cycles of things, including but not limited to boilers, HVAC, wall paint, and technology. We hope to see a facilities maintenance road map soon.
- Grounds Report: Two honeysuckle vines on one of the four trellises died over the winter and should be replaced.  
**Action item:** Request funds from HPL Trust, Inc for additional vines. Replace two vines if approved.
- Personnel Report: Warrant Article/Plans for Merit Compensation upon Approval by Town.  
We now have further clarification on merit pay based on select board members and town meeting articles. This has evolved from earlier understandings of merit pay.  
**Action item:** Trustees need to meet to do an evaluation for Mary.

STRATEGIC PLAN:

- Discussed Professional Development and Tuition reimbursement. Worked to edit and clarify PD/Tuition reimbursement policy. Motion to approve amended Professional Development policy. Vote to approve passed unanimously.

NEW BUSINESS:

- Discussed the creation of a Communication Committee.

OLD BUSINESS:

- Strategic Plan: The HPL Board of Trustees will meet on June, 20 2019, from 9:00 a.m.–noon to work on the strategic plan.
- Discussed hosting a film in Volunteers Hall per the request of community members. Advice from the board was to direct community members directly to Mary and the room use policies on file.

NEXT MEETING: Monday, June 3, 2019 at 6:45 p.m. Location: Harvard Public Library.

MEETING ADJOURNED: 8:55p.m.



**HPL MISSION:** Through our programs, resources, volunteers, and staff, the Harvard Public Library enhances the quality of life in the community by encouraging personal and intellectual growth for people of all ages in a welcoming, comfortable environment.  
4 POND ROAD, HARVARD, MA 01451