

ATTENDEES:

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

Director: Mary Wilson

MEETING CALLED TO ORDER: 6:47 p.m.

May minutes reviewed and approved as amended.

DIRECTOR'S REPORT:

- Circulation May 2018/May 2019 +5%. This is in part due to visits from The Bromfield School and Hildreth Elementary School.
- At this point in the TYD, we are 9 circulations above all of last year.
- Every 6th grader to receive a library card.
- Collaboration has grown between HPL, TBS, and HES.
- We have completed the PD/Tuition Reimbursement policy.
- Staff did self reviews by the end of May.
- New finance director will provide a monthly report of town held funds.
- Fivesparks will be doing a music festival. HPL will partner with Fivesparks for the music festival.
- Library Staff professional development trip to Harvard Historical Society on June 11 to learn more about Harvard.
HPL will open late.
- Staff hours adjustments made.
- Motion and vote made to tell town finance director to allocate the distribution of \$5000 from various town held trust funds to the library. Unanimous approval.

COMMITTEE REPORTS:

- Grounds: Gail purchased and planted two new honeysuckle plants.
- Building: Mary spoke with Jasonics about the front desk camera. Jasonics found used cameras and came to install a camera in the circulation area. Jasonics will provide a proposal for a new camera system. Camera was a gift and we will be charged for labor.
Action item: Speak with Chief Denmark, the schools, and other entities in order to figure out if we need a sign stating camera recording is in progress, wording, and placement of signage. Create sign that states there are cameras recording on the premises.

STRATEGIC PLAN:

- Jonathan Costa will look over strategic planning materials prior to June 20 meeting.

OLD BUSINESS

- Update on Town removal of trees in front of library.
Motion and vote to create a public comment informing public about the orange fencing and tree. Unanimous approval.
Action item: Stacie to write letter to the editor in the Harvard Press on behalf of the HPL BoT.
- HPL Trustees Policies: Tutoring at the Library—Reviewed data and discussed policy revisions.
- Communications Committee—Discussion of Proposal to Create a new committee. Charles, Stacie, Jen to create working group and come to future meeting with the scope of communication committee.
- Proposed additional policy reviews for remainder of 2019.
- Discussed creating a standing project management calendar and timeline.

TRUSTEES OF THE HARVARD PUBLIC LIBRARY
MINUTES FOR MONDAY, JUNE 3, 2019



NEW BUSINESS

Elections for 2019–2020

- Motion for Jen to continue with the role of secretary. Approved unanimously.
- Motion for Charles to continue being Treasurer. Approved unanimously.
- Motion for Davida to continue in role of Chair. Approved unanimously.

NEXT MEETING: Monday, July 1, 2019 at 6:45 p.m. Location: Harvard Public Library.

MEETING ADJOURNED: 8:08 p.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