

ATTENDEES:

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

Director: Mary Wilson

Absent: Charles Redinger

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

October minutes reviewed and approved as amended.

DIRECTOR'S REPORT:

- Staffing change: Constance McCormack (website and reference) to take the Circulation Librarian position of Kristeen Bolduc
- 3D printer is up and running. Maker Day Afternoon will be November 7. Maker Day Open House will take place November 16.
- Anne Perkins book talk (*Yale Needs Women*) went well.
- October 2018/2019 circulation was steady.
- 220 books checked out by 8th graders since September.
- Mary attended the personnel board meeting on October 15. Next personnel meeting on November 14 to follow up and review merit pay.
- Little Sister (featuring Harvard history) book talk will take place Thursday, November 14.

FRIENDS OF THE HARVARD PUBLIC LIBRARY:

- FOHPL Presentation—Chris Frechette; Judy Wong, Joan Eliyesil came to the Board to seek support for and suggestions to increasing membership, volunteerism, and the future of Friends of the HPL.
- Discussed succession planning, ongoing fundraising efforts, and how to recruit new engaged and active members.

COMMITTEE REPORTS

- Reviewed 'security camera in use' sign designs.
- Motion and unanimous approval for sign (serif font with a box) to be positioned as shown in mock ups on the lower right entrance window.
- Plan to write a letter to the editor after work on the roof is done. Thank citizens for earmarking money and thank for preventing further damage by properly maintaining the roof.

NEW BUSINESS

- We received a citizens' request to have gender neutral bathrooms.
We will consider neutral signage with the upcoming wayfinding project. This will continue to be requested and is now the norm in California. We will install temporary signage as a wayfinding pilot program.
Action item: Create signage options to present at next meeting.
- Discussed tough topics signage to signal and normalize HPL has resources to help.
Action item: Mary will have staff create a bookmark.
- Discussed hotline signage in bathrooms.
Action item: Jen will research hotline organizations.

NEW BUSINESS (CONTINUED)

- Discussed the annual appeal letter. Aim is to send at the end of November.
We will add mention of the online donation option and include Devens.
Action items: Jen to update layout of letter. Davida to work with the printer.

NEXT MEETING: Monday, December 2, 2019 at 6:45 p.m. Location: Harvard Public Library.

MEETING ADJOURNED: 8:38 p.m.