

ATTENDEES:

Trustees: Gail Coolidge, Marty Green, Jen Manell, Charles Redinger

Director: Mary Wilson

Absent: Davida Bagatelle, Stacie Cassat Green

MEETING CALLED TO ORDER: 6:45 p.m.
February minutes reviewed and approved as amended.

DIRECTOR'S REPORT:

- Circulation +15% February 2019/February 2020. Increase is mostly due to several class visits.
- Department Head Meeting. Update for budget asked for 0.8%.
Staff hours have been reduced from last year as we did not replace Kristeen's position.
- Our request for town funds are: \$630,455. MAR is \$616,460.
- Art in Bloom by the Harvard Garden Club and Bromfield Art department will occur March 14, 15, 16.
- Mary will be meeting with CCS Presentation Systems regarding AV components.
It is a NH company on approved list of MA vendors. Mary will get a quote for fixing AV equipment in Volunteers Hall.

COMMITTEE REPORTS

Building and grounds

- Children's Room Window Seats
Fabric choice has been narrowed down to one print and we are awaiting solid color samples from Sunbrella.
- MBLC visit has been rescheduled.
- Invasives and the Conservation Commission. Ask DPW to address bittersweet.
Action item: Davida to work with DPW.
- Roof update: We discussed the need to hire a historical architect to analyze in order to properly evaluate maintenance needs.
- Lighting in tech services were replaced on February 28. We are still waiting on emergency lights and ballasts.

Communication

- Discussed emerging coronavirus concerns.
Mary will be in contact with Rick Sicard concerning any emergency response.
Discussed a recommendation that Mary reaches out to town, schools, COA, and BoH to learn about protocols.

OLD BUSINESS

- Discussed HPL bylaws and HPL Trust bylaws. Amended and updated language and grammar for clarity, to bring bylaws up to date, and to align with the town charter.
- Reviewed wedding policy.

NEXT MEETING: Monday, April 6, 2020, at 6:45 p.m. Location: Virtual Meeting. See posted agenda for login info.

MEETING ADJOURNED: 8:15 p.m.