



TRUSTEES OF THE HARVARD PUBLIC LIBRARY  
MINUTES FOR MONDAY, SEPTEMBER 14, 2020

ATTENDEES:

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

Director: Mary Wilson

CALL TO ORDER: 7:02 pm. Meeting held via Zoom, recording is available on Harvard Cable TV

REVIEW OF AUGUST MINUTES: August minutes approved as amended.

**Action Item:** *ALL* review draft minutes and send comments to Cary within a few days of receipt.

DIRECTOR'S REPORT

- Very busy summer
  - Summer reading program exceeded last year's numbers!
  - Children recorded 442,226 minutes of summer reading
  - 111 kids read for 20 hours to earn a pinwheel for their yard
  - 82 children earned a bookplate by reading at least 30 hours
  - 52 virtual programs
  - 1527 attendees at Summer Reading programs
  - Summer adult/teen book club started and will continue into the fall
- What needs to be in place for the library to open to the public
  - Plexiglass screens
  - Number of cases in the community remains low
  - Schools are open 3 weeks without switching to all-remote classes
  - Mary will check with Tim Bragan to see if anything else will be required by the town
- Air handling filters changed in July; Mary reached out to BOH Chair, to ask if we need their approval to open; they forwarded our question to Mass State BOH.
  - Do we need to have air handlers evaluated as adequate? Schools are bringing in an expert
- Saturday hours now extended to normal schedule

- Realm Project sponsored by OCLC, Battelle Labs and IMLS is testing library materials for possible transmission of Coronavirus recommendation is to quarantine books, cds, dvd, etc. for 6 days. We have already been quarantining for 7 days. The next testing takes about a month and will provide guidelines for cloth, leather, other soft surfaces.
- One CW/MARS library had to close shortly after opening their building due to COVID
- Mary is buying air purifiers for staff areas
- Once the library opens to the public, windows will be opened to provide fresh air
- HPL staff is working with Cricket Segaloff, Bromfield School Librarian
- 6<sup>th</sup> graders are getting library cards
- Lisa is zooming with English classes to talk about library services
- Library parking lot serves as school pickup location for grades 3-4-5
- Mary is working on report of annual circulation and other statistics to MLBC

**Action Item:** Mary will ask Linda Dwight and Bolton Library about who they have hired to check air handlers.

**Action Item:** Mary will order air purifiers for staff rooms.

#### TREASURER'S REPORT:

- Gail reports that the transition of treasurer's responsibilities is underway.

#### COMMITTEE REPORTS:

##### Building and Grounds

- Whole Earth worked on grounds on the first day of school, adding to the chaos
- Will any construction of new HES require use of library land?

**Action Item:** Davida will ask Kara whether any utility poles will be located on Bromfield property

##### Communications

Jen gave an update on the speaker program

- Links to register for zoom program are live
- Silver Unicorn will manage the book plates; we will have a link to purchase books
- Advertising only on free platforms; bookmarks in bags, Facebook, Nextdoor, etc.
- Advertising push will wait until closer to the date

**Action Item:** ALL will share the link to register to as many people as possible

**Action Item:** Davida will contact English Dept chair

**Action Item:** *Jen* will contact Cricket

#### OLD BUSINESS

##### AV Project Status

- Mary asked CCS Presentation for a proposal for equipment for Volunteers Hall

**Action Item:** *Mary* will also ask for a quote from Pro AV Systems, Inc.

##### Review Edits to Policy Manual

Sections 1-11.11 were reviewed. Will continue at next meeting

**Action Item:** *Davida* will review sections 3-4

**Action Item:** *Gail* will add section on blocking threshold from CW/Mars

##### Social Justice Statement

- Davida used statements from MBLC and ALA to write a draft statement.
- Statement will be made public on Library website

**Action Item:** *ALL* will review Davida's draft on the Google drive.

##### Strategic Plan Timeline

- Reviewed Strategic Plan timeline and revised dates
- Several deadlines changed due to pandemic
- Update due to the state by December
- Davida suggested that in the future, applying for an MA Office on Disabilities Grant might be considered to help with funding for accessibility upgrades.
- Discussed creating a survey to gather data needed for some of the goals
- Due to time constraints discussion ended at Goal 2 #2

**Action Item:** *Stacie and Mary* will work on the document required by the state

##### For next meeting:

- Finish review of Policy Manual
- Finish review of Strategic Plan Timeline
- Create policy and checklist for requesting field

NEXT MEETING: October 5, 2020 at 7pm.

LOCATION: Online via Zoom as per COVID-19 guidelines

MEETING ADJOURNED: 9:05pm