



TRUSTEES OF THE HARVARD PUBLIC LIBRARY  
MINUTES FOR MONDAY, OCTOBER 5, 2020

ATTENDEES:

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

Director: Mary Wilson

CALL TO ORDER: 7:04 pm. Meeting held via Zoom, recording is available on Harvard Cable TV

REVIEW OF SEPTEMBER MINUTES: September minutes approved.

DIRECTOR'S REPORT

State level update:

- State Aid Financial report due to MBLC next week

Town Level update:

- \$40,955 in unspent FY20 budgeted library funds will be transferred into Free Cash
- Tim Bragan ordered plexiglass from new supplier because of high demands due to COVID
- Tim Kilhart will contact Renaud to assess our HVAC system and determine if a MERV filter upgrade is recommended
- Linda Dwight is having HVAC systems at Bromfield evaluated by RW Sullivan for \$15,000
- Non-union benefitted town employees (library staff, Town Hall, and COA employees) now must pay 5%-10% more of health insurance costs
- The town has reinstituted merit pay for non-union town employees for FY21

Library activities

- Mary recognized the extraordinary effort of the library staff.
- 15<sup>th</sup> week of curbside service, in that period:
  - 18,583 books have circulated in paper bags; 1100-1200 items/week
  - Total book and e-materials circulated during these weeks 27,035
- Library's RB Digital subscription now provides 3,200 digital magazine titles.
- Very successful collaborative independent reading project for Cristin Hodgen's 8<sup>th</sup> grade English classes; 84 students filled out forms; 184 books delivered the next day.

- Similar program for 7<sup>th</sup> graders will start soon
- As of 10/2 the library is open for curbside pickup and returns 10-2 on Fridays.
- As of 10/13 the library will be open for curbside pickup and returns until 8 on Tuesday and Thursday evenings

**Action Item:** *Stacie and Jen* will work on a graphic highlighting circulation numbers and RB Digital collection of magazines and newspapers

#### COMMITTEE REPORTS:

##### Communications

Jen gave a review of the speaker program on 9/25

- Very engaging speaker
- 44 signed up; 21 stayed to the end
- Marie helped Jen and Stacie with the zoom conference functions

Discussed honoraria for speakers. Trustees will discuss this topic at a future meeting

#### OLD BUSINESS

##### AV Project Status

- On September 17 an engineer and a project manager from CCS toured Volunteers Hall
- Mary has not yet received their quote
- Wiring for any new AV systems will be challenging; will need a separate quote from a wiring contractor

**Action Item:** *Mary* will ask for a quote from Pro AV Systems, Inc. after CCS quote is received

##### Review Edits to Policy Manual

- Sections 3-4 were reviewed
- Will continue with section 11 at next meeting

##### Social Justice Statement

Reviewed draft statement

**Action Item:** *Davida* will update the draft to be reviewed at next meeting

**Action Item:** *Davida* will explore other options for BIPOC

##### Strategic Plan Timeline

Completed review of timeline

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

#### NEW BUSINESS

##### Requests for field use

- Examined lease agreement to determine who is responsible for fields
- Bromfield Trust must give written permission for field use
- Town must maintain the fields
- Trustees are agents of the town as per the lease
- Need to clarify the process of requesting use of field
- Trustees do not want to be 'renting the field'; Trustees do want to be kept in the loop
- We will start a *Memorandum of Understanding* with a checklist that clarifies the correct procedures for anyone requesting field use

**Action Item:** *Stacie* will contact Tim Bragan to open the conversation about field use requests

NEXT MEETING: November 2, 2020 at 7pm.

LOCATION: Online via Zoom as per COVID-19 guidelines

MEETING ADJOURNED: 9:12 pm