



TRUSTEES OF THE HARVARD PUBLIC LIBRARY  
MINUTES FOR MONDAY, NOVEMBER 2, 2020

ATTENDEES:

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

Director: Mary Wilson

CALL TO ORDER: 7:03 p.m. Meeting held via Zoom, recording is available on Harvard Cable TV

REVIEW OF OCTOBER MINUTES: October minutes approved as amended.

DIRECTOR'S REPORT

State level update:

- MLBC meets in November and December to vote on certification of Mass. libraries; HPL meets all requirements and expects certification and state aid to be awarded.
- HPL updated Action plan will be submitted by December 1.

Town Level update:

- Mary and Davida attended All-Boards meeting. FY22 budgets must be submitted with level funding.
- COLA increase will be 1.4%.
- Library must cut that 1.4% elsewhere to meet level budget mandate.
- Trustees need to form a budget committee.

Library activities

- Circulation has increased; average of 319 bags per week being picked up curbside.
- Total circ since the pandemic began: 31,266 items; this includes paper and e-materials.
- Library now has two new online resources that are available on the Children's Page of the website. *Scholastic Teachables* and *BookFlix* from Scholastic are excellent resources for teachers and for homeschoolers.
- 6<sup>th</sup> graders will be getting their library cards this week.
- Abby has started a children's literature program for adults including some teachers. Participants read current children's literature.

- The League of Women Voters contributed a great collection of books for children and adults covering the 19<sup>th</sup> Amendment and the suffragette movement.

#### COMMITTEE REPORTS:

##### Building and Grounds

- The outside water is off.
- Fall cleanup is completed.

##### Communications

- The General Store has invited the library to add articles to their monthly newsletter.
- Jen's info graphic is now on Facebook and new book marks. She will update it periodically and increase visibility on social media.

**Action Item:** Jen will post the new infographic on Facebook and Instagram and Next Door.

**Action Item:** All share the infographic wherever you can on social media.

#### OLD BUSINESS

##### AV Project Status

- Proposal received from CCS. It has been reviewed by Nick Browse and Jon Green. It needs some changes.

**Action Item:** Mary will start a list of questions and comments for CCS.

##### Review Edits to Policy Manual

- Will continue with section 11 at next meeting.

##### Social Justice Statement

- Statement was edited and approved as amended.
- Davida will share the statement with other town committees; this was approved.

#### NEW BUSINESS

Field Use: Create policy and checklist for requesting field use – will discuss at future meeting.

#### Subcommittees

Personnel: Stacie, Gail, Marty, Davida (for this year)

- Mary's evaluation is due soon. This to be presented at public meeting on November 5.

**Action Item:** Stacie will arrange for zoom public meeting on November 5 at 7 p.m.

Grounds: Gail, Marty; Pete and Kathy as members at large

Building: Cary, Mary

Communications: Jen, Stacie

Budget: Marty, Gail, Davida

NEXT MEETING: November 5, 2020 at 7 p.m.

LOCATION: Online via Zoom as per COVID-19 guidelines

MEETING ADJOURNED: 7:59 p.m.