



TRUSTEES OF THE HARVARD PUBLIC LIBRARY
MINUTES FOR SPECIAL MEETING, NOVEMBER 5, 2020

ATTENDEES:

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

Director: Mary Wilson

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

1) Personnel Committee presents summary of Mary Wilson's review.

- Mary's three goals were edited; typos corrected.
- Mary's review was approved as amended.
- Personnel Committee's recommendation for Mary's merit increase was approved.

Action Item: Personnel Committee will finalize the review as amended during the meeting and will submit it to Town Hall before the deadline.

2) Select Board requests dedicated Gmail accounts for all volunteers.

- Requested format will be: [first initial][last name]01451@gmail.com; example:
cbrowse01451@gmail.com.

Action Item: Trustees will set up their own accounts as described above.

Action Item: Stacie will send instructions on how to forward new account to existing accounts.

Action Item: Jen will send her email logo for each of us to add to their signature on new accounts.

NEXT MEETING: December 7, 2020 at 7 p.m.

LOCATION: Online via Zoom as per COVID-19 guidelines

MEETING ADJOURNED: 7:47 p.m.