



TRUSTEES OF THE HARVARD PUBLIC LIBRARY
MINUTES FOR MONDAY, JANUARY 4, 2021

ATTENDEES:

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

Director: Mary Wilson

CALL TO ORDER: 7:06 p.m. Meeting held via Zoom, recording is available on Harvard Cable TV

REVIEW OF MINUTES: December 7, 2020 minutes approved.

DIRECTOR'S REPORT

State level update:

- Governor Baker has signed the FY21 budget.
- MLBC plans to review numbers for certification in January.
- No information from MBLC about MAR waivers.

Town Level update:

- Covid tests for Harvard schools tomorrow.
- Town Hall is now closed for appointments. The staff is divided into A/B teams working in person on alternating weeks.
- HPL has enough space for all staff to isolate; no one eats in the Break Room. Staff eats their lunches at their desks or in their cars.
- ** Mary received 2 questions from the Town on the proposed library budget. She will share her answers with the Trustees.

**** Denotes Action Item.**

Library activities

- Librarians were able to take well deserved vacations in December.
- 6,801 items circulated via curbside pickup and 2,022 e-books and e-audios circulated in December.
- Mary is interested to see if available e-movies will be popular.
- COVID report: none of staff has been sick, but there have been some quarantined due to family exposure.

- Town Facilities Manager approved controllers for Library attic space.
- AV Project update
 - CCF was closed the last 2 weeks of December.
 - Mary and Lisa will meet with Nick Browse on Thursday to discuss AV requirements.

COMMITTEE REPORTS:

Communications

- Postcard has generated \$1,330 in PayPal donations to date. Stacie has transferred funds from PayPal to Rollstone Bank.
- Checks are also coming in.
- Thank you letters will be distributed using mail merge. Plan is to get these out to donors by mid-February. Statement about donations over \$250 will be included in both paper and email letters.
- ** Jen has created an email template for the letter. She will work with Mary to make the process as streamlined as possible.

**** Denotes Action Item.**

OLD BUSINESS

Strategic Plan

- ** Lisa will send us a report for our next meeting on best practices for tech trends in libraries.
- ** Davida will create a draft of a survey on adaptive technologies. Eventually the survey will be widely distributed through COA, SEPAC, Next Door, Paper, Schools, etc.
- Developing digitization scope and strategy may be a project staff can work on from home if COVID restrictions close the library again.
- ** Davida will ask her son about the system his library uses for digitization.
- Flickr the Commons may be a way to use public source tagging at low cost.

**** Denotes Action Item.**

Review Edits to Policy Manual

- Reviewed section 11; will continue with section 11.1 at next meeting.
- Discussed separate AV fee that would cover a stipend for staff to set up/use equipment whenever AV is required.
- ** Mary will look into what an appropriate stipend would be for staff time required for AV support for meetings.

**** Denotes Action Item.**

Electric Car Charging Station update

- Brian Smith has invited Davida to sit in on a meeting with the EV Charging Company that is proposing 2 stations at the Elementary School. She will report back with the information gathered.

Adding Teens to Board update

- ** Davida will share a link from ALA about teens on library boards.
- ** Jen will check with other libraries about teens on library boards.

**** Denotes Action Item.**

NEW BUSINESS

Library Appreciation Week, first week in April

- All will consider possible ways to show appreciation to the staff.

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NEXT MEETING: Monday, February 1, 2021 at 7 p.m.

LOCATION: Online via Zoom as per COVID-19 guidelines

MEETING ADJOURNED: 8:00 p.m.