



TRUSTEES OF THE HARVARD PUBLIC LIBRARY
MINUTES FOR MONDAY, JUNE 14, 2021

ATTENDEES:

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

Director: Mary Wilson

Absent: Gail Coolidge

Guests: Felicia Jamba, Tim Zobbi

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

REVIEW OF MAY MINUTES: May 3, 2021 minutes approved as edited.

DIRECTOR'S REPORT

State level:

- Total state funding awarded to HPL: \$10,458.51.
- The funds are divided into 3 components:
 - LIG – Library Incentive Grant
 - MEG – Municipal Equalization Grant
 - NRC – Non-Resident Circulation
- MLBC has rescinded the hours open and materials expenditure requirements for libraries in FY2021. For FY2022, the hours open and materials expenditure requirements will be reinstated.
- FY 2021 ends June 30; FY 2022 begins July 1.

Town Level:

- Mary is in the process of doing staff reviews.
- Mary's self-review will be sent to the Personnel Committee next week.
- The Town is carefully monitoring legislative action that affects Open Meeting Law. As of midnight tonight, the state of emergency order ends, but State Legislature is considering continuing some measures until September.

Library activities:

- May circulation:
 - Total – 7490
 - Curbside – 5517

- Electronic - 1973
- On June 1 the library opened to the public for several hours each day.
- On June 17 it will be fully open.
- Curbside pickup will continue.
- Abby has been at HES promoting the *Tails and Tales* summer reading program.
- Kickoff for the program on June 23 with live music by Electric Orange on the front lawn.
- No ice cream social this year.
- Mary spoke of the marvelous and dedicated library staff. She is so proud of their flexibility and energy and the way everyone stepped up to meet the challenges of the pandemic.
- We recognize that Mary's example and leadership sets the tone for the staff.
- Fourth of July Committee has invited the Trustees to march in the parade.

COMMITTEE REPORTS

Building and Grounds:

- The rock pile that the Bromfield Trust wants cleaned up has offered a creative project for the students during their outdoor breaks.
- No update on the rock cleanup from Tim B.

Communications:

- Jen reported that the new bookmark with updated figures is out.
- A PayPal account has been set up for the Friends; a donate button will appear on their page; Jen created a new logo for them too. Constance will update the website with these changes when time permits.

Space Use:

- Online article "2050: A Library Space Odyssey. Planning for the Future Library" described many interesting trends for use of library space.
- 'Consider the library the center of community and opportunity.' Great quote from a webinar watched by several subcommittee members.
- YA room needs new furniture. Discussed how teens can best use that space. As it is now, if one group is in the room, others feel they would be intruding if they entered.
- Mezzanine is the best space for teens right now. Close to resources they need. Possible for many different groups to gather at the same time. But sound carries down to circulation area.
- Consider furniture that is configurable and flexible; make everything moveable.
- Photos of other libraries with interesting spaces can now be uploaded to the Trustee drive. Currently pictures of the Woburn and Shrewsbury libraries are available.

OLD BUSINESS

A/V Project:

- CW/MARS has approved network use as described in Nick's AV document.
- Due to a retirement and equipment shortages, CCS will not be able to start our project until the fall. In the meantime, they will provide pricing.
- Mary has warned regular users of Volunteers Hall that AV may not be available for programming in the fall. Users must also be aware of possible regulations about the size of groups in that space.

Charging Station:

- Davida circulated a draft letter outlining several concerns about placement, possible damage, and repair costs that may affect the approval of charging stations in the library parking lot.
- * *Davida will contact Brian and share our concerns. She will ask for details, and will share the information with the Trustees.
- A decision about approval for the project will be made in July if we have all the details.

WiFi:

- CW/MARS arranged for an upgraded to our Charter service.
- A network specialist checked our internet speeds. One cable was replaced. Now the service is very fast.

Local Digitization Project:

- Update was tabled until the July meeting.

NEW BUSINESS

Field requests:

- A new policy that allows Mary to approve all requests for field use was approved.
- If anyone receives a query about field use, please forward to Mary and explain that all approvals will go through her in the future.

Town Held Trust funds for FY22 budget:

- Trustees approved transfer of \$5000 from Town held trust funds for FY2022 to be distributed as follows:

	% of Total	Proportional Allocation of \$5000	\$ Total Nonexpendable Funds
Ring	6%	\$280	\$4,000
Clarke	1%	\$70	\$1,000
Whitney	14%	\$699	\$10,000
Hapgood	61%	\$3038	\$43,468
Lawrence	6%	\$280	\$4,000
Blood	8%	\$413	\$5,906
Fairbanks	4%	<u>\$221</u>	<u>\$3,156</u>

<u>Total</u>	<u>100%</u>	<u>\$5000</u>	<u>\$71,530</u>
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Sunscreen dispenser:

- Jen introduced the idea of having a sunscreen dispenser somewhere on the grounds of the library or the school. She will look into possible locations and perhaps talk to the schools.
- ** will give an updated report at our next meeting.

HPL Board positions for 2021–2022:

- The election results are as follows:
Chair, Stacie Green
Treasurer, Gail Coolidge
Clerk, Cary Browse

**** Denotes action item.**

NEXT MEETING: Monday, July 12 2021 at 7pm.

LOCATION: Online via Zoom as per COVID-19 guidelines

MEETING ADJOURNED: 8:36 p.m.

Documents referenced:

Draft Trustee Minutes for May 3, 2021

HPL Space Subcommittee Minutes

Draft letter re: Charging Station