



TRUSTEES OF THE HARVARD PUBLIC LIBRARY  
MINUTES FOR MONDAY, NOVEMBER 29, 2021

ATTENDEES:

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

Director: Mary Wilson

Guests: Felicia Jamba, Tim Zobbi

Absent: Gail Coolidge

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

REVIEW OF MINUTES: November 1, 2021 minutes approved.

**DIRECTOR'S REPORT**

State level:

- Harvard Public Library was certified by MBLC on November 4.
- Total state funds for 2022 will be \$11,375; this to be distributed in 2 payments.

Town Level:

- Budget ready to review see below.
- Town has approved a 5.4% cost of living increase for non-union employees.

Library activities:

- A patron tracked in tar and oil, so the carpets were cleaned November 10-11. Library did not close, but offered curbside service only.
- Whole Earth has been removing bittersweet and other vegetation next to the parking lot in preparation for planting grass in the spring.
- Three power outages have caused multiple problems with library systems and equipment. Chief Sicard came to reset the fire panes, Siemens replaced a sensor, and a desktop computer is being replaced.

**COMMITTEE REPORTS**

Communications:

- Annual appeal mailing went out. Donations are already coming in.
- The Teen Advisory Council is thinking about possible display for the Little Gallery at Fivesparks. Display may include: a book, circulation figures, kids crafts, minicomputer, dvd, stuffed animal and maker space buttons.

#### Space Use:

##### Outdoor structure:

- Subcommittee met with Abby and Jill about creating an outdoor sheltered space situated near the big rock.
- Structure to be approximately 40x30 feet with a solid back wall that includes 5' deep storage area for folding chairs and tables. No fixed seating.
- It will have electric power and internet access.
- \*\* Voted and approved next step: Marty will contact possible advisors/architects about getting a quote for a simple rendering.
- Goal is to have 3 pitches by the end of January.
- Staking the site may help.

Jen posted photos of the Worcester Public Library on the google drive.

#### **NEW BUSINESS**

##### Budget

- Trustees unanimously voted to approve the budget that Mary presented.
- It shows a 5.41% increase which is in line with the town's COLA guideline.
- Budget due on December 1 at noon.

##### MLBC Action Plan

- Goals are due to MBLC on December 1.
- Three realistic goals this year:
  1. Work on outdoor meeting space.
  2. AV project.
  3. Digitization of local materials.

## OLD BUSINESS

### Town Code of Conduct

- We support a code of conduct.
- The code of conduct should include town employees.
- Tone is very heavy handed and repetitive.
- Awkward to have all requests go through the Town Administrator.

### A/V Project:

- Stacie and Mary met with CCS and 2 sales reps to see Barco ClickShare.
- 1<sup>st</sup> change order for the project; to add Barco ClickShare with buttons.
- Discussed cost and benefits of extending the project to include AV for the Trustees Room and a study room.
- Vote to extend the project to include the 2 rooms was passed.
- Details to be brought to the Library Trust for approval and funding.

### TOPICS FOR NEXT MEETING:

1. **\*\* Denotes action item.**

NEXT MEETING: Monday, January 10 at 7p.m.

LOCATION: Online via Zoom as per COVID-19 guidelines

MEETING ADJOURNED: 8:22 p.m.

### Documents referenced:

Draft Trustee Minutes for November 1, 2021

Town Code of Conduct

Outdoor Space Committee notes

Library Budget

Change orders for AV project