



TRUSTEES OF THE HARVARD PUBLIC LIBRARY  
MINUTES FOR MONDAY, JANUARY 10, 2022

ATTENDEES:

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

Director: Mary Wilson

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

REVIEW OF MINUTES: November 29, 2021 minutes approved.

**DIRECTOR'S REPORT**

State Level:

- On Jan. 6 the MLBC temporarily approved suspension of required hours the library must be open to qualify for funding. This is in effect from December 20, 2021 – April 4, 2022 and is being done in response to the current surge in Covid-19 cases statewide.
- Trustees supported Mary's proposal that beginning January 13, the library will close at 6pm instead of 8pm on Mondays, Tuesdays and Thursdays until further notice. This is possible because of the MLBC decision above.

Town Level:

- There were two questions about the budget Mary submitted.
  - Mary worked with Jared to clarify a question about how book fund monies are used.
  - Jared required a Trustee vote to transfer town held funds for FY23. See New Business below.
- Indoor meetings are again suspended in Harvard.

Library activities

- Circulation for December totaled 8517. Of those, 7140 were in-person transactions.
- Abby will continue offering one Zoom story hour and one outdoor story hour every week.
- Mary will be in contact with CW/MARS re connecting new AV equipment to their system.
- HVAC issues being addressed by Pete and Tim K.; Mary's office was 45 degrees one day.



- Lisa had a great send off to her new job on Cape Cod. Before she left she worked with everyone to make sure her responsibilities will continue smoothly.
- Constance will be the new Assistant Director/Head of Reference. She has been with HPL for 21 years. Her circulation responsibilities will be covered by part time reference librarians for now.
- Mary will attend a seminar on digitizing library collections.
- Abby is offering a program on the New England Patriots Hall of Fame.
- Davida talked about the possibility of the Friends supporting an online program for adults; this is done in other libraries. The Friends now pay for our museum passes.
- Book fund is doing well; over \$2700 at the end of December.
- Mary will talk to Chief Sicard about getting more masks for the staff.

## **COMMITTEE REPORTS**

### Buildings and Grounds

- Jeff Baer will repair the cement steps when weather permits.
- Jeff Hayes is finding people to look at the library roof and chimney issues.

### Communications:

- Discussion about posting crisis line information in the library. Material could be posted in restrooms, on circulation and reference desks, on the information table, in pamphlet display by mezzanine elevator, etc.
- \*\* Jen will report at next meeting on 1-3 possible crisis lines. She will check with school counselors to see what parents may need.

### Space Use:

- Marty has sent photos and description to Pete. He will let her know if this material is enough to show the Bromfield Trustees.
- After approval by Bromfield Trustees, we will interview architects including Manny Lindo and the team that designed the new HPL.
- We will also need Historical Commission approval.



## **NEW BUSINESS**

Vote to approve transfer of \$5000 from town held trust funds for FY23 passed unanimously.

Stacie will write the Library Trustee report for the Town Report. We discussed what to include.

## **OLD BUSINESS**

A/V Project:

- Stacie signed the change order that was approved by the HPL Trust. No equipment yet.

## **TOPICS FOR NEXT MEETING:**

1. Crisis line information display

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

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

LOCATION: Online via Zoom as per COVID-19 guidelines

MEETING ADJOURNED: 7:57 p.m.

## Documents referenced:

Draft Trustee Minutes for November 29, 2021