



TRUSTEES OF THE HARVARD PUBLIC LIBRARY
MINUTES FOR MONDAY, FEBRUARY 7, 2022

ATTENDEES:

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

Director: Mary Wilson

Students: Felicia Jamba

CALL TO ORDER: 7:01 p.m. Meeting held via Zoom; recording is available on Harvard Cable TV.

REVIEW OF MINUTES: January 10, 2022 minutes approved.

DIRECTOR'S REPORT

State Level:

- The MLBC has completed certification of all Massachusetts libraries.
- The second of 2 state library funding payments will be distributed in late February or early March.
- HPL will receive a total of \$11,374.70 this year.

Town Level:

- Town Hall employees are back in their offices now.
- No further update on the library budget.

Library activities:

- 9,125 items circulated in January.
- YA books show the greatest increase.
- Abby has scheduled a virtual kid's author program on March 24.
- 3 virtual adult programs with Massachusetts authors are scheduled in cooperation with a number of Massachusetts libraries. Details are on the website.

COMMITTEE REPORTS

Buildings and Grounds

- Jeff Baer will begin work on the steps in the spring.

Library maintenance projects in the Town building maintenance plan.

- As per Jeff Hayes, Building Commissioner, proposed future Library maintenance funded by CPIC is as follows:
 - 2024: request for \$115,000 for interior/exterior painting of the library
 - 2025: request for \$200,000 for replacement of HVAC components coming to the end of useful life (air handlers/heat pumps/compressor).

Communications:

- Helpline bookmark text was edited. Suicide Hotline will add a new phone number in July.
- ** Jen will have 200 bookmarks printed.

Space Use:

Bromfield Trustees meeting

- Bromfield Trust is concerned about size, scale and maintenance of an outdoor structure.
- ** Marty will contact several architects to ask about a possible design and drawing.
- HPL Trustees will meet with Bromfield Trust when drawings are available.

NEW BUSINESS

Accessibility webinars

- Davida reported on 2 virtual accessibility webinars she attended.
- ** Stacie will test the library website to see if it meets accessibility guidelines.

OLD BUSINESS

HPL contribution to Town Report

- Stacie submitted a Library Trustees report for the Town Report.

A/V Project:

- Mary worked with CW/MARS folks to test network jacks. They don't all work.
- The port in the Conference Room is on the outside wall.
- Display must be on the same wall as the port. This will require moving bookshelves.
- ** Stacie will work with CCS to ensure that warranties begin after installation is complete.

- CCS estimates delivery of our systems no later than August 22; that date is subject to change if schools and universities have September deadlines.

TOPICS FOR NEXT MEETING:

None

**** Denotes action item.**

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

LOCATION: Online via Zoom as per COVID-19 guidelines

MEETING ADJOURNED: 7:44 p.m.

Documents referenced:

Draft Trustee Minutes for January 10, 2022