

**Trustees of the Harvard Public Library
Draft Minutes for Monday, November 7, 2022**

Attendees: Gail Coolidge, Marty Green, Stacie Cassat Green, Jen Manell, Davida Bagatelle

Director: Mary Wilson

Absent: Cary Browse

Guest: Peter Sandberg of Concord Awning

Call to Order: 7:00 p.m.

Location: Zoom

Topic	Discussion	Votes/ Action Items
Review of Minutes		October 17, 2022 Minutes approved as corrected.
<u>Director's Report</u> <u>State Level</u>	MLBC state aid will be announced in December or January.	
<u>Town Level</u>	FY23 Budget due on December 1 COLA increase of 8.2% (CPI)	
<u>Library activities</u>	July - October Circulation statistics: 37455 items total - 29274 over the counter 8181 E-materials Similar to last year for the same period. Children's programs are back inside, but parental worries continue. Catherine Chaisson left on Nov 11, but MBLC postings have brought resumes/candidates to interview. Sprinkler leak, but no water damage.	

COMMITTEE REPORTS		
Buildings and Grounds	Painting required by AV project will start on November 21 Bathroom Repairs	Deferred
Communications Annual Appeal	Include AV upgrade as an accomplishment. Mail in late November	** Jen will work on annual appeal material.
Space subcommittee	Set standard meeting time for pavilion subcommittee	Pavilion subcommittee will meet at 7pm on the 3rd Monday of the month
New Business		
Circulate Nuroam	Circulate to other town boards? Circulate to all library patrons? After determining that if it is offered to town committees we would also need to offer it to all patrons, the idea was dropped.	Tabled
Old Business		
Library Fine Policy	Policy Manual must be updated with new no-fine policy	
Shade Sail for Patio	Presentation by Peter Sandberg of Concord Awning. -5 week process.	

	<p>-10 year warranty -Salis can sustain 100 mph winds</p> <p>3-part twisted sail concept</p> <ul style="list-style-type: none"> - Triangle/Square/Triangle - Green and dark green color - 12 ft high end, 8 ft low end. <p>Proposal will give dimensions of sails and patio openings in case some poles go where trellises are today.</p> <p>Otherwise all poles outside trellises.</p> <p>Annual storage and install/removal program available from vendor.</p> <p>Estimate will include all but concrete pole footings.</p> <p>Footings would be done by a landscaping company.</p>	<p>Approved concept.</p> <p>** Gail will research trellis installation methodology for removal.</p> <p>Approved concept; need price</p> <p>** Vendor will check with a Lincoln vendor for availability for footings and price.</p> <p>*Davida will verify prices and get email approval from Trust on project and on annual program.</p>
A/V project update, CCS	<p>Scheduled completion date December 14</p> <p>Painting to start on November 21</p>	
TOPICS FOR NEXT MEETING	Soap dispenser, grout in bathroom, policy manual update.	

**** Action item**

MEETING ADJOURNED at 8:30

NEXT MEETING: Tuesday, December 6, 2022

LOCATION: Hybrid

Documents referenced:

Draft Trustee Minutes from September 12, 2022

Articles about Library Fine Policy