

**Trustees of the Harvard Public Library
Minutes for Tuesday, December 6, 2022**

Attendees: Gail Coolidge, Marty Green, Stacie Cassat Green, Davida Bagatelle, Cary Browse

Director: Mary Wilson

Absent: Jen Manell

Visitor: Tim Zobbi

Call to Order: 7:09 p.m.

Location: Hybrid

Topic	Discussion	Votes/ Action Items
Review of Minutes		November 7, 2022 Minutes approved as corrected.
<u>Director's Report</u> <u>State Level</u>	MBLC approved and certified HPL for state aid. Will receive first of two payments in February: \$6,848.28	
<u>Town Level</u>	Fire protection system upgrade for \$41,000 was submitted to CPIC. Chief Sicard did all of the research for this. Library budget for next year shows a 2.5% increase in expenses as directed by FinCom. Next year's total budget will be an overall increase of 4%. Factors that contributed to this include the CPI increase of 8.2% for all non-union town employees, new staff filling positions, and a cut in some hours.	
<u>Library activities</u>	8,937 items circulated last month; 20% of that was e-materials. Mary is interviewing wonderful applicants for Catherine's job. Meeting with final candidates tomorrow. The regional Lions Club speech contest will be held in Volunteers Hall. Library has been very busy. School groups are coming back and re-learning to use the library. 8th graders came through last week. They are sponsoring a food drive for Loaves and Fishes through next Monday.	

COMMITTEE REPORTS		
Buildings and Grounds	<p>We need to remove all of the trellises in order to install the Shade Sails.</p> <p>Maybe we can use the trellises around the new pavilion?</p> <p>Trellises are installed on cement blocks.</p> <p>Need an estimate for removing the trellises.</p> <p>Painting is completed and looks great. Everything is back in place now.</p> <p>The CPIC funded disabilities self evaluation and transition plan report about the library will be available soon.</p>	<p>?? Who will get estimate for trellis removal?</p> <p>** Davida will send report to Mary</p>
Communications Annual Appeal	<p>Draft of annual appeal mailing was edited during the meeting.</p> <p>Marty and Stacie will make recommended changes to text.</p>	<p>. ** Stacie will forward edited copy to Jen</p> <p>** Jen will send final version to the printer.</p>
Space Pavillion	<p>Head architect for the pavilion has been sick and the company is moving to Lunenburg. She will get back into the project and provide a revised drawing soon.</p>	
OLD BUSINESS		
Shade Sails	<p>Reviewed Shade Sails quote.</p> <p>Does not include footings.</p> <p>It is a 3 month project. Hope to start mid January.</p> <p>Still waiting to know if an engineer's certification will be required.</p> <p>Also waiting for information about permitting required.</p> <p>Moved to Trust agenda for vote on funding.</p>	<p>** Davida will talk to George, chair of Historic Commision to see if we need their approval.</p> <p>** Davida will get a quote on the footings; when they can start.</p>

A/V Project	CCS will be back on 12/14 to deliver wireless mics. Meeting had trouble with screen display system tonight in Trustees room	
Policy manual Library Fine Policy	Library fine policy revision discussed and edited Several items in the Policy manual still need approval of revisions. Add revision date to each page.	Policy approved as edited. ** ALL - review policy manual proposed changes before next meeting. ** ?? will add revision date to each page of document.
NEW BUSINESS		
Masking Policy	Library will continue to have masks available. It was moved that masks will be required at any event that has more than 45 people in attendance.	Motion was approved.
Bathroom Repairs	Jen was looking into a soap dispenser, and grout	Put on next month's agenda
MLBC Action Plan	Action Plan for MBLC was filed in time for the December 1st deadline.	
TOPICS FOR NEXT MEETING	Soap dispenser and grout, policy manual edits	

**** Action item**

MEETING ADJOURNED at 8:27 p.m.
NEXT MEETING: Tuesday, January 3, 20223
LOCATION: Trustees Room

Documents referenced:
Draft Trustee Minutes from November 7, 2022
Quote for Shade Sails
Library Policy Manual
MBLC Action Plan