

**Trustees of the Harvard Public Library
Draft Minutes for Tuesday, January 10, 2023**

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

Director: Mary Wilson

Teen Liaison: Tim Zobbi

Call to Order: 8:03 p.m.

Location: Hybrid

Topic	Discussion	Votes/ Action Items
Review of Minutes		December 6, 2022 minutes approved as corrected.
<u>Director's Report</u> <u>State Level</u>	<p>Library has not yet received funds from MBLC.</p> <p>Mary had a notice from Maura Deedy, from the Mass Board of Library Commissioners, encouraging all libraries to put their collection development policies online. As per state law.</p> <p>We will need to update the policy before getting it online with the rest of our procedure manual.</p>	<p>** Mary and staff will review collection development policy.</p>
<u>Town Level</u>	<p>Mary received FY24 budget questions from the town, all about personnel salaries. Mary will make clear that the overall increase is only 4%, but each individual will get the full 8.2% increase. Same number of hours, but newer personnel at lower rates.</p> <p>Mary and Chief Sicard met with CPIC; still waiting for 2 more quotes on fire protection system upgrade.</p> <p>The Annual Town Report piece from the Trustees is due on January 23. Photos are always good to include in the report.</p> <p>Special Town Meeting: February 13 at 7pm, location TBD</p> <p>Annual Town Meeting: April 13 at Cronin Auditorium</p>	<p>** Mary will answer budget questions from the town.</p> <p>** Stacie will submit the Trustees report with photos of programs.</p>

<p><u>Library activities</u></p>	<p>Number of students in the library after school is back to pre-pandemic levels.</p> <p>8th grade was in last week. Their Project 351 raised 2,000 pounds of food and supplies.</p> <p>Isabelle Andrei joined the staff in Catherine's circulation position. She will work 24 hours/week. She is starting library school.</p> <p>Abby has finished library school.</p> <p>Amanda is working on her library degree.</p> <p>Circulation last month totalled 8,490 items; Approximately 80% over the counter, 20% e-materials. These figures are in line with FY22 circulation numbers.</p> <p>Mary found the book drop full-to-overflowing over the holidays.</p> <p>Many activities happening in the library: Climate Initiative movie in March, Warner Free Lecture, Lions Club hosted debate competition.</p> <p>Library is now open again on Monday nights until 8pm.</p> <p>Trustees will move meetings back to the first Monday of the month starting in March.</p>	
<p>COMMITTEE REPORTS</p>		
<p>Buildings and Grounds</p>	<p>Cohasset is planning an outdoor pavilion similar to the one we are considering.</p>	
<p>Communications</p>	<p>Next Meeting: discuss "Library of Things"</p> <p>Jen would like to create a communication about library resources and programs to the community.</p>	
<p>Annual Appeal</p>	<p>Funds from the appeal are coming in.</p>	
<p>OLD BUSINESS</p>		

Shade Sails	<p>Davida spoke with George on the Harvard Historical Commission. She sent him a description of the shade sail proposal with photos and drawings. The next step is to file the HHC form.</p>	<p>** Davida will fill out HHC form and will sign the document.</p>
Quote for Footings	<p>Reviewed the quote for the cost of installing footings for the shade sails.</p> <p>Motion to take the \$42,100 quote to the Trust: passed</p>	<p>Vote was unanimous to bring the footing installation quote to the Trust.</p>
Remove Trellises	<p>Gail asked whether the footings contractor can also remove the trellises. Davida will ask.</p>	<p>** Davida will ask the footing contractor if they can remove trellises.</p> <p>** Gail will look for installation drawings from the trellises and will send them to Davida.</p>
A/V Project	<p>Wireless mics are due on February 9.</p>	
Policy manual	<p>Discussed and edited policy manual.</p> <p>Will continue with this process at the next meeting.</p>	
Disabilities self-evaluation and transition plan		<p>Postponed until next meeting</p>
NEW BUSINESS		
RE-Architect contract	<p>Reviewed and discussed plans for an outdoor pavilion.</p> <p>Contract will be brought to the Trust for a vote.</p>	

Bathroom Repairs		Moved to next meeting
TOPICS FOR NEXT MEETING	Library of Things Continue editing Policy Manual Bathroom repairs Disabilities self-evaluation transition plan Sign thank you letters	

**** Action item**

MEETING ADJOURNED at 8:27 p.m.
NEXT MEETING: Tuesday, February 7, 20223
LOCATION: Trustees Room

Documents referenced:
Draft Trustee Minutes from December 6, 2022
Library Policy Manual
RE Architects Drawings
2022 Library Trustees report in the Annual Town Report