

**Trustees of the Harvard Public Library
Minutes for Monday April 3, 2023
Zoom Meeting**

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

Director: Mary Wilson

Teen Liaison: Tim Zobbi

Bromfield Trustees: Kathleen Doherty, Steve Finnegan, Barbara Heim, Peter Jackson, Suzanne Poitras

Call to Order : 7:01 p.m. Zoom only; recording is available on Harvard Cable TV.

Topic	Discussion	Votes/ Action Items
Review of Minutes		March 6 & 23 Minutes approved as amended
Review Pavilion Design with Bromfield Trustees	<p>Marty ran the pavilion concept review slides from REArchitects, that had been prepared for the Historical Commission, for the Bromfield Trustees.</p> <p>Questions from the Bromfield Trustees:</p> <p>Steve is concerned that there be enough room between the pavilion and Pond Road for a future sidewalk to connect to the existing sidewalk. Pete says that won't be an issue.</p> <p>Kathleen is concerned that noise from the parking lot will be a problem for speakers in the pavilion.</p> <p>Pete reminded everyone that at our last joint meeting the BT did not want a blank back wall facing the parking lot. The current placement works very well for handicap access.</p> <p>Davida mentioned that snow falling off the roof won't be an issue if special stops are used on the metal roof.</p> <p>Discussion about trees to be removed. Since construction of the structure does not require tree removal, it will be a separate project.</p> <p>Stacie reminded us that the donor whose legacy will fund the project loved trees.</p> <p>Next steps: Marty explained that the Planning Board requires a letter from</p>	

	<p>the Bromfield Trustees (Owners) stating their approval for the project. The BT will encourage any trustees not attending the meeting to watch the recording so that they are up-to-date on the plans. They are meeting next Tuesday, but may vote by email before then.</p> <p>In the meantime Pete will draft 2 versions of the letter to the Planning Board.</p> <p>After the proposal passes the Planning Board, we still need a public hearing with the Historical Commission and a discussion with the Building Inspector.</p> <p>Pete reminds us that the permitting fees should be waived for this town project. Marty will confirm that with Jeff Hayes.</p>	<p>** Pete will draft two letters for the Planning Board.</p> <p>** Marty will work with the Planning Board, Historical Commission and Jeff Hayes.</p>
<p><u>Director's Report</u> State Level</p>	<p>MLBC received the governor's budget proposal. The House has approved it, next the Senate will vote on it.</p> <p>The budget includes an increase for state aid to libraries.</p>	
<p>Director's Report Town Level</p>	<p>There will be a state ethics training session on Tuesday April 11 at 6pm in upper Town Hall.</p> <p>There is a new ethics test this year. All library staff will be required to take the test.</p>	
<p>Director's Report Library activities</p>	<p>Highest circulation numbers since before the Pandemic.</p> <p>TOTAL CIRCULATION FOR MARCH: 9,267 78% over the counter 22% e-materials</p> <p>Book Sale April 27-29; help is needed. There is a Signup Genius for volunteering on the Library website.</p> <p>Nathaniel Kraft guesstimated \$8K-\$10K to move the library website to the new Drupal platform. The Trust holds the copyright on the website, so work must be done through them.</p> <p>Stacie will talk to Krafty Design and will ask about using WordPress.</p> <p>Senior movies are back. Monday April 10 at 1pm in Volunteers Hall will be the first. "A Man Called Otto" will be the film.</p>	<p>** Stacie will be in touch with Nathaniel Kraft</p>

<p>Masking policy</p>	<p>The official public health emergency will be lifted on May 11.</p> <p>Staff is dealing with some pushback about mask rules.</p> <p>Stacie proposed that our policy be changed to require masks in Volunteers Hall for more than 75 people. The vote was 5 in favor, 1 opposed.</p>	<p>Approved new mask policy: Masks are required in Volunteers Hall for 75 or more people.</p>
<p>Trellises</p>	<p>Discussed whether or not to keep the trellises and how many to keep, and where to position those we keep.</p> <p>Cheaper to have the company doing the footings for the Shade Sails also do footings for trellises at the same time.</p> <p>Louise likes the idea of moving all 4 trellises along the path. She has indicated the best location for each one with stakes in the ground.</p> <p>Existing vines would be relocated with the trellises.</p> <p>Perhaps use trellises to hold bird feeders or fairy lights.</p> <p>The group was polled for their opinions.</p> <p>Motion: Move the 4 trellises to a new location along the path (where Louise has put stakes in the ground) and seek a quote from the company doing the shade sail footings. Motion passed with 5 votes in favor and one against.</p>	<p>Approved moving trellises to new location and asking for quote for the cost of adding new footings for them while shade sail footings are done.</p>
<p>Patio furniture</p>	<p>The lounge chairs that we wanted to order in Leaf green have a gray base, they are not made in all green. Gail will confirm this with Seasons Four and will ask for a picture of the 2 tone chair.</p> <p>Alternatives: We can buy gray table and chairs from one manufacturer, green chairs from a different manufacturer.</p>	<p>** Gail will get a picture of the lounge chair with gray frame and green seat.</p>

<p>Landscaping project</p>	<p>As part of garden maintenance, Laura Broderick suggests that we replace some plants, fill in some bare spots, plants and bulbs to the triangle in front of the library door, and move the trellis vines.</p> <p>Some work to be done in May; Bulbs to be planted in the fall.</p> <p>Approved the motion to bring the estimate to the Library Trust. Motion passed with 5 votes in favor, and one abstention.</p>	<p>** Gail will send out a list of all plants in the proposal.</p> <p>Approved motion to bring landscaping estimate to the Trust.</p>
<p>Self-evaluation report</p>	<p>No update.</p>	
<p>Library of Things</p>	<p>Library staff solicited ideas from many different groups.</p> <p>A list was created of items that might be included in our Library of Things.</p> <p>Mary will send us a link to vote on what we think would circulate in Harvard.</p> <p>Upcoming issues: Where to store Things, How to pay for Things, how to make the collection available to the public.</p> <p>Staff is looking for storage options, clearing out a closet, maybe using the mechanical room.</p> <p>Constance will put the list of Things on our website.</p> <p>Other libraries have notebooks of what is available, but their Things are not actually out on display.</p>	<p>** Mary will circulate the link to voting for what Things the collection might include.</p> <p>** All vote using the link Mary sends.</p>
<p>Collection development</p>	<p>Work in progress.</p>	
<p>Other business</p>	<p>Library Appreciation Week April 23-29</p> <p>Lowell Blake to meet with the Trust. 8pm May 1 on Zoom only.</p>	

Public Comment	Jennifer Finch gave her support for the pavilion project and thanked the Trustees for their work to make it happen.	
TOPICS FOR NEXT MEETING	Self evaluation report.	

**** Action item**

MEETING ADJOURNED: 8:45 p.m.

NEXT MEETING: Monday May 1, 2023

LOCATION: all Zoom

Documents referenced:

Draft Trustee Minutes for March 6 and March 23