

**Trustees of the Harvard Public Library  
Minutes for Monday June 5 2023**

**Attendees:** Cary Browse, Gail Coolidge, Marty Green, Stacie Cassat Green, Jen Manell, Davida Bagatelle,  
**Director:** Mary Wilson

Call to Order : 7:04 p.m.

**Location:** HPL Trustees Room

Topic	Discussion	Votes/ Action Items
<b>Review of Minutes</b>	Discussed putting an edited draft on the Google drive to be reviewed before the next meeting. All except Cary will have viewing privileges only.	May 1 minutes approved as edited.
<b>Director's Report State Level</b>	<p>The FY24 State budget is now in the Senate. This includes more funds for libraries.</p> <p>Mary appended the MBLC suggested paragraph to our collection development policy covering issues with library materials and programming. The policy refers residents with a complaint to pick up a 'Request for Reconsideration of Library Materials' at the library, in person, with proof of residency.</p> <p>The suggested paragraph was edited to be less specific about what resources will be used to evaluate the materials in question.</p>	
<b>Director's Report Town Level</b>	<p>Wrapping up FY23 budget spending.</p> <p>Michael Kilian from the Warner Free Lecture Committee asked about our masking policy. Mary will let him know that the policy will be reconsidered in the fall.</p>	<p><b>** Mary</b> will let Michael Kilian know that masking policy will be reconsidered in the fall.</p>

<b>Director's Report</b>  <b>Library activities</b>	<p>May circulation total : 7873 Over the counter: 5793</p> <p>ARIS training for state reporting will take place this month.</p> <p>The Library Book Sale went very well this year. With the Boy Scouts helping, setup and cleanup were quick and well organized.</p> <p>Summer Reading kicks off on June 23. Make your own ice cream sundae event will be held on June 27. Servers will wear gloves (as per Board of Health) and participants are requested to bring their own dishes.</p> <p>Elementary school students visited the library and each got an envelope with info about summer reading and programming.</p> <p>Work on the Children's Room should be completed by June 30.</p> <p>The town had a grant to weatherize the building. That work is almost completed.</p> <p>A tall outdoor table was left after the Lions event.</p>	<p><b>** Jen</b> will contact a Lion about the table.</p>
<b>Patio Project</b>	Pete Jackson was contacted about the Irrigation system...The company will wait to come out and check it after the shade sail and trellis work is done	
<b>Patio furniture</b>	<p>More patio furniture has arrived. Large boxes are in the circulation area.</p> <p>There is no delivery date yet for the rest of the patio furniture .</p>	<p><b>** Davida and Stacie</b> will bring tools and will put the furniture together. She</p>

		welcomes helpers.
<b>Shade Sail Project</b>	<p>All about the footings at this point.</p> <p>Jeff Hayes needs to inspect the footings for the poles before the concrete can be poured.</p> <p>James Barrett of Gardenform Design will move the trellises.</p>	
<b>Pavilion Project</b>	The pavilion project is on hold. The architects are waiting for the structural study from Smithsteel. The study should be ready around the end of June.	.
<b>Web Project</b>	WordPress is less secure than Drupal. Therefore Drupal is the better choice for the library website. Nathaniel will use Drupal 9 to update our website. He needs to give us a quote that we can bring to the Trust for funding.	<b>** Stacie</b> will talk to Nathaniel about getting a quote for his work.
<b>Elect</b> <b>Chair</b> <b>Treasurer</b> <b>Secretary</b>	<p>Officers for 2023-2024:</p> <p>Chair: Stacie Green  Treasurer: Gail Coolidge  Secretary: Cary Browse</p>	Officers were elected unanimously.
<b>Other business</b>	<p>We no longer have a teen liaison since Tim graduated. Ideally there will be a sophomore and a junior to join us.</p> <p>Gail requests that we notify her when bills are coming due.</p> <p>There was a question about the use of security cameras in the</p>	<p><b>** Mary</b> will talk to Jill about teen liaisons.</p> <p><b>** Jen</b> will</p>

	parking lot.	ask the police about use of cameras in parking lot
<b>TOPICS FOR NEXT MEETING</b>	<p>Address bathroom updates. Maybe start with a deep cleaning. Note that the toilet paper holders were identified as non-compliant.</p> <p>Review action items from the previous month's minutes at each meeting.</p> <p>Notification to Gail of bills coming up. Is this for the Trust? Or Trustees? New Spreadsheet?</p>	<p><b>** Mary</b> will ask Patrick Harrigan who might do deep cleaning.</p>

**\*\* Action item**

**MEETING ADJOURNED: 8:02 p.m.**  
**NEXT MEETING: Monday July 10, 2023**  
**LOCATION:**

**Documents referenced:**  
**Draft Trustee Minutes for May 1**