

**Trustees of the Harvard Public Library
Minutes for Monday July 10, 2023**

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

Call to Order: 7:06 p.m.
Location: HPL Trustees Room and on Zoom

| Topic | Discussion | Votes/ Action Items |
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| Review of Minutes | | June 5 minutes approved. |
| Director's Report State Level | <p>Mary finished ARIS training for state reporting. She is beginning to pull data together for our annual submission</p> <p>The library met the required amount spent on materials purchases to qualify for state recertification.</p> | |
| Director's Report Town Level | <p>Finished out FY23 with some staff funding left over due to personal leave time and a delay in filling a position.</p> <p>Staff reviews are finished and were turned in on time.</p> <p>Quotes are in for the fire alarm system. They range from \$13,000-\$41,000. CPIC funds have been approved for this purchase.</p> | |

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| <p>Director's Report</p> <p>Library activities</p> | <p>June circulation total : 9,034 Over the counter: 6,630 Electronic: 2,404</p> <p>New shelving for the Children's Room will be delivered on July 24. That will complete the water damage repairs.</p> <p>The weatherization project was finished before the June 30 deadline.</p> <p>Summer reading program was off to a great start with a well attended ice cream social.</p> <p>24 children have already qualified for lawn signs, and 18 for book plates!</p> <p><i>Tick Talk</i>, co-sponsored by the Board of Health, will be in Volunteers Hall on July 11.</p> <p>Jenny the Juggler program has 81 people signed up. Our current policy requires masking for attendance over 75. Because many of the attendees are under age 2, masks will be optional. See below for more mask policy discussion.</p> <p>Abby ordered 50 Playaway audio books and 50 Wonderbooks for the Children's room. These do not require a computer/CD player/tablet to work. Adult Playaway books may also be ordered.</p> <p>All the library protective plexiglass is down and stored in the History Room. Tim Bragan may find space at Town Hall to store the plexiglass.</p> <p>A possible donation from a local family may be given to the Library.</p> | |
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| <p>Masking Policy</p> | <p>Discussion about the current masking policy will be continued at our September meeting.</p> <p>Issues discussed:</p> <ul style="list-style-type: none"> - All building filters have recently been replaced and are the best filters available. - Staff are in a difficult position when they have to enforce masking requirements. - What if a special area near a window could be designated as “masks required”? - What are the current policies in other public performance spaces? <p>Stacie created a document on our google drive for each Trustee to add policies found in other public spaces; theaters, museums, libraries. Document title: COVID policy research.</p> | <p>** Davida will add columns to the document</p> <p>** All will look into current policies in other public performance spaces and add the information to the COVID policy research document.</p> |
| <p>Patio Project</p> | <p>All footings are inspected. A few dry days are needed before the trellises can be moved. Then stones will fill in the empty spaces left behind.</p> <p>A leak in the water feature is being examined.</p> | |
| <p>Patio furniture</p> | <p>All the furniture is now on the patio, it looks beautiful.</p> <p>Several people noted that the top boards in the large table are not flush; cups can't balance on two different boards.</p> <p>The table came with cut outs for an umbrella. Stacie has these. Discussed gluing them in place with special glue.</p> | <p>** Davida will call Seasons Four about the table top not being flush.</p> <p>** Davida will bring the table to the transfer station.</p> <p>** Stacie will secure the</p> |

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| | <p>Jen spoke to the Lions, the extra table is not theirs. Perhaps left behind by a vendor. Davida will bring the table to the metals pile at the transfer station.</p> <p>The metal tables and chairs have been moved to the front of the library and are being used often.</p> | umbrella hole plugs into the table. |
| Shade Sail Project | Concord Awning discovered that the brick walls facing the patio are not full sized bricks, just a thin facade. Their engineers are working on a new solution to anchor the shade sails to the building. | |
| Pavilion Project | <p>Jamie at REArchitects has received the steel support design; it is being reviewed by their engineers.</p> <p>Marty has construction drawings available if needed.</p> <p>The Planning Board approved the project...but it has not been officially signed off yet.</p> <p>Marty passed around some plaques that might be considered to honor the donor who contributed the funds for the pavilion. We will have to consult with the attorney to find out if the donor preferred to be anonymous.</p> | . |
| Web Project | Nathaniel was in touch with Constance. Good news: the platform update will not happen until 2025. In the meantime he will continue to update the current system as needed. | |
| Deep Cleaning | <p>Warrilla's from Shirley can come on July 27 to give us an estimate on deep cleaning the library.</p> <p>Mary noted that the soap dispenser in the Trustees' bathroom came off the wall recently. This is the same dispenser used in other bathrooms. Perhaps after deep cleaning new dispensers can be better secured.</p> | ** Jen will look for other possible deep cleaning companies. |

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| Teen Liaisons | Jill reports that the Teen Advisory Board is enthusiastic about having liaisons to the Trustees. She has a couple of people in mind. We will talk more about this at the next meeting. | ** Mary will get specific names and information from Jill. |
| Parking Lot Camera | <p>Parking lot cameras have been ordered. No delivery date yet.</p> <p>Harvard police will come when the company is here installing the equipment.</p> <p>Delia will be in touch with Stacie about the installation date.</p> | <p>** Stacie will let Jen know the installation date.</p> <p>** Jen will let the police know the installation date.</p> |
| Project Management Strategy | Deferred to the next meeting when Gail can be specific about what data needs to be tracked. | |
| Review Action items from last meeting | Done. | |
| Other business | <p>Davida proposed that we each contact Representative Dan Sena asking him to co-sponsor the Freedom to Read proposal, House Docket #4399, which is now in the Commonwealth Rules Committee.</p> <p>'The Freedom to Read proposal would set a state policy to "encourage and protect the freedom of libraries and library systems to acquire materials without external limitations and to be protected against attempts to ban, remove, or otherwise restrict access to books or other materials."' – MBLC <i>Libraries in the News</i>, June 2023</p> <p>Calling his office is better than emailing.(617) 722-2014.</p> <p>Perhaps we can ask a teen rep to follow up with this?</p> | ** All contact Dan Sena. |

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| TOPICS FOR NEXT MEETING | Teen liaisons Project Management Strategy Mask Policy Norming | . |
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**** Action item**

MEETING ADJOURNED: 8:26 p.m.

NEXT MEETING: September 11, 2023

LOCATION:

Documents referenced:

Draft Trustee Minutes for June 5