

**Trustees of the Harvard Public Library  
Minutes for Monday September 11, 2023**

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

**Call to Order:** 7 p.m.

**Location:** HPL Trustees Room and on Zoom

**Note:** due to a connectivity issue, the Zoom connection was lost.

**Mission:** Through our programs, resources, volunteers, and staff, the Harvard Public Library enhances the quality of life for all in the community by encouraging personal and intellectual growth in a welcoming, comfortable environment.

| Topic                            | Discussion  | Votes/ Action Items      |
|----------------------------------|---|--------------------------|
| Review of Minutes                |   | July 10 minutes approved |
| Director's Report<br>State Level | ARIS paperwork for 2022 submitted by the August 16 deadline.<br><br>Numbers submitted to MBLC:<br><br>Circ 110,740<br><br>Books sent to other libraries on interlibrary loan - 7,532<br><br>Books received from other libraries through interlibrary loan - 12,423<br><br>The state aid report for the MBLC is due on October 6. This is the same date that the town budget is due. |                          |

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| <p><b>Director's Report</b></p> <p><b>Town Level</b></p>                  | <p>Town budget is due on October 6. Mary will prepare 2 budgets. One will cover level service, the other will be for a level budget.</p> <p>VOIP internet is being set up in all town buildings. Given that internet service to the library comes from CW/MARS, the VOIP may not work here.</p>  |   |
| <p><b>Director's Report</b></p> <p><b>Library activities</b></p>          | <p>The summer reading program "Find Your Voice!" was very successful, in fact we surpassed numbers in several local libraries.</p> <p>Children registered on paper: 473<br/> Children registered online: 229<br/> Total activities completed: 1,998<br/> Total reading time for Harvard children this summer: 519,687 minutes = 8,661.45 hours</p> <p>The Children's Room repair needs only some molding in one corner to be complete.<br/> New shelving has been installed. Carpets have been cleaned by ServiceMaster.</p> <p>Warila's Purple Dragon completed a deep clean of all bathrooms, and the staff break room. Children's storyroom will be done at a later date.</p> |   |
| <p><b>Develop Board</b></p> <p><b>Norms for</b></p> <p><b>2023-24</b></p> | <p>Board Norms from 2019 were reviewed. Stacie will put together an updated document.</p> <p>Our mission statement will now be on all minutes.</p>   | <p><b>** Stacie</b> will create an updated Norms document</p> <p><b>** Cary</b> will add mission to the minutes</p> |

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| <b>Tree Removal</b>                | Crabapple tree removal: vote. Recommendation from tree warden and elm commissioners to remove the 3 crabapple trees outside of the conference room. These are the trees with fire blight. The Bromfield Trustees need the Library Trustees' recommendation/approval before anything can be done. It is to be paid for from the Tree Warden's budget. | VOTE:<br>Trustees unanimously approve of removing the crabapple trees.  |
| <b>Beekeeping program</b>          | Beekeeping program: vote. There is a beekeeping program on September 14 with a speaker fee of \$125. Voting to ask the Trust for funding<br><br>.  | VOTE:<br>Trustees unanimously approve of funding the beekeeping program<br><br>**Stacie will send a letter to the Trust instructing them to pay \$125 for the program |
| <b>Project Management Strategy</b> | Stacie recommends that we use Trello, a free software product to manage our many projects.<br><br>At our next meeting we will all bring our laptops/tablets so that we can have a brief lesson in how to use Trello.   | ** All - bring laptop or tablet to next meeting   |
| <b>Patio project</b>               | Davida reported that all the shade sail metals are in.<br>Sept. 18th poles and hardware will be installed.<br>The sails have been ordered, they are coming from Florida.<br>Nov. 11&12 are already scheduled for winter takedown and storage of the sails.   |   |
| <b>Pavilion Project</b>            | REArchitects has submitted the building permit to Jeff Hayes.  | Voted unanimously   |

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|  | <p>Work on the project will not start until the spring.</p> <p>After some discussion, the vote to pay 25% of the contract total now was unanimous.</p> <p>As soon as the building permit is approved, REArchitects will pay the steel contractor so that the price will be locked in, and so that everything will be ready for construction in the spring.</p> | <p>to pay REArchitects 25% of the contract now.</p> <p><b>** Stacie</b> will write a letter to the Trust indicating that the Trustees have voted to fund the Pavillion with 25% of the contract to be paid now.</p> |
| <b>Web Project</b>                           | No update this month.  | .   |
| <b>Deep Cleaning</b>                         | Warila's Purple Dragon soft-wash did a great job of cleaning and disinfecting all the bathrooms.   |   |
| <b>Teen Liaisons</b>                         | <p>Jill has identified 2 students who she feels will be great liaisons.</p> <p>She will ask them directly if they are interested in serving as liaisons to the Trustees.</p>   |   |
| <b>Security System</b>                       | <p>We are waiting for the cameras.</p> <p>No installation date yet.</p> <p>The installation will have to be coordinated with C/W Mars.</p> <p>The police chief will be notified when a time is set; he will advise about placement of the cameras.</p>   |   |
| <b>Review Action items from last meeting</b> | Reviewed action items from the last meeting.   |   |

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| <b>Mary's review</b>           | Marty gave an overview of Mary's review: top marks in all categories. It will be recommended that she be awarded the top merit increase of 1%.<br><br>Looking forward she will focus on the YA space and its furniture. | <b>** Gail</b> will bring the signed review to Town Hall. |
| <b>Other business</b>          | Stacie will bring plugs for the umbrella hole in the patio table and will glue them in place permanently.   | <b>** Stacie</b> will secure plugs in the patio table.    |
| <b>TOPICS FOR NEXT MEETING</b> | Trello instructions<br><br>Annual appeal - what to highlight this year<br><br>Library budget  | <b>** Jen</b> will create a draft appeal card             |

**\*\* Action item**

**MEETING ADJOURNED: 8:50 p.m.**

**NEXT MEETING: October 2, 2023**

**LOCATION:**

**Documents referenced:**

**Draft Trustee Minutes for July 10**