

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

**Attendees:** Cary Browse, Gail Coolidge, Marty Green, Stacie Cassat Green, Jen Manell, Davida Bagatelle,  
**Director:** Mary Wilson  
**Teen Advisors:** Maya Ivanov, Chloe Kennedy  
**Absent:**

**Call to Order:** 7:09 p.m.

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

**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
<b>Review of Minutes</b>		September 11 minutes approved.
<b>Director's Report State Level</b>	State Certification materials were sent to MBLC on time.	
<b>Director's Report Town Level</b>	<p>Mary's budget for the town was adjusted due to staff changes:</p> <ul style="list-style-type: none"><li>• Susan Andrews has resigned..</li><li>• Amanda Waters will become the full time cataloger. She will get her MLS in December. Susan will train her before she leaves.</li></ul> <p>Mary handed out the updated budgets. One is a service level budget; the other a funding level budget. The funding level version will mean some cuts in personnel.</p> <p>The service level budget asks for a 2.4% increase.</p> <p>The Personnel Board approved a 5.48% COLA for this year, but that has not been approved by the Select Board.</p>	

	<p>Harvard Press report cites 5.83% increase for teachers; 7.06% increase for Non-teacher school employees in FY25</p> <p>The narrative that accompanies the budget is still a work in progress.</p>	
<p><b>Director's Report</b></p> <p><b>Library activities</b></p>	<p>Circ numbers</p> <p>29,681 items circulated in 1st quarter of FY24; 80% over-the-counter; 20% electronic materials.</p> <p>The Finance Director requested that we approve \$5000 from the Town Hall Trust funds. Mary stipulated that the money not deplete the principle.</p> <p>Free Programs:</p> <ul style="list-style-type: none"> <li>• Oct 12 at 7pm Kathy Elkind reading from her new book</li> <li>• Date unknown - Tea Program offered by an Acton resident who imports tea.</li> </ul> <p>Programs to bring to the Trust for funding:</p> <ul style="list-style-type: none"> <li>• Saturday Oct 21 "Song on the Lawn" a song trivia game. Organized by Meghan Balbresky . Mary proposes that we offer a \$25 gift certificate to the General Store as a prize for the winner.</li> <li>• A Saturday in November in Volunteers Hall - Nintendo program for \$425 that covers all of the equipment needed.</li> </ul>	<p>VOTE: Approved moving \$5000 from Town Hall Trust Funds to fund the Library's FY25 budget.</p> <p>Request for funding 2 programs will be brought to the Trust</p>

<b>Annual Appeal</b>	<p>Jen presented a draft of the Annual Appeal card and asked for ideas of what accomplishments to include this year. Ideas include:</p> <ul style="list-style-type: none"> <li>• Summer reading numbers</li> <li>• Patio furniture and shade sails</li> <li>• Pavilion plans</li> <li>• Progress on strategic plan</li> <li>• Maker days</li> </ul> <p>Jen would like to use a 9th grader's photo for the card. We discussed paying the student a small stipend.</p> <p>That decision will be brought to the Trust.</p> <p>There might be student interest in having an annual student photo contest for the Appeal Card, with a cash prize for the winner.</p> <p>Next step: text needs to be edited. Marty offered to work with Jen.</p> <p>Jen will share the google doc for the annual appeal with the Trustees.</p> <p>The goal is to have card design and text finalized by our next meeting. With mailing date in mid-November</p>	<p>Possible funding to pay the student photographer will be brought to the Trust.</p> <p><b>** Jen</b> will send the draft text of the card to the Trustees.</p>
<b>Teen Advisors: Portfolio</b>	<p>We welcomed our new Teen Advisors, Maya Ivanov and Chloe Kennedy. They each spoke about themselves and what they love about the library.</p> <p>What can the Teen Advisors contribute?\\</p> <ul style="list-style-type: none"> <li>• Be Ambassadors for the library.</li> <li>• Help identify improvements to the YA space.</li> <li>• Help select new YA furniture.</li> <li>• What do students like about the YA space? Is it too small?</li> <li>• Think outside the box!</li> <li>• Involve the Engineering and CAD program class; they can create possible designs/layouts.</li> </ul> <p>Take a look at the new YA space at the Concord Library.</p>	<p><b>** Davida</b> will put a draft of what Teen Advisors might provide on the drive for Board consideration.</p>
<b>SelectBoard liaison to Trustees</b>	<p>Kara Minar is continuing as our liaison to the Select Board.</p> <p>We will reach out to her as necessary.</p>	

<b>Literacy Program</b>	<p>Do we want to consider literacy classes for non-English speakers?</p> <p>Dyslexia programs?</p> <p>Friendly read-alongs?</p> <p>Mango</p> <p>Several sources for Literacy materials and services were discussed including Literacy Volunteers of America and the MBLC</p> <p>Mary noted that these programs usually need a larger community.</p>	
<b>Patio project</b>  <b>Shade Sails</b>	<p>Fabric for the sails has arrived. The stitcher will begin work soon.</p> <p>Brackets have been re-engineered and painted.</p> <p>Shade sails may be up next week.</p> <p>Because of the long delays, Concord Awnings will make sure the shade sails will be re-installed early next spring for a long season of use.</p> <p>Consider getting another large table for the patio?</p>	
<b>Pavilion Project</b>	<p>October 16 meeting with the Planning Board will discuss erosion control.</p> <p>Next step - submission of engineering documents for the building permit.</p>	<p><b>** Marty</b> will attend the Planning Board meeting on Oct 16 and she will send details about timing for that meeting.</p>
<b>Web Project</b>	No update	.
<b>Security System</b>	<p>New system will probably be installed in the next 1 ½ weeks.</p> <p>Wiring for the outdoor equipment is not clear.</p>	<p><b>** Stacie</b> will reach out to Della for updates.</p>

<b>Trello Training</b>	<p>Stacie gave us an overview of how Trello will be used to track our ongoing projects.</p> <p>We should each log in from our individual accounts so that our names will be connected to our entries.</p>	
<b>TOPICS FOR NEXT MEETING</b>	Share teen advising information.	

**\*\* Action item**

**MEETING ADJOURNED: 8:15 p.m.**

**NEXT MEETING: November 6, 2023**

**LOCATION: Trustees' Room and zoom**

**Documents referenced:**

**Draft Trustee Minutes for September 11, 2023**