

**Trustees of the Harvard Public Library
Minutes for Monday November 6, 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: 7:02 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 |
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| Review of Minutes | | October 2 2023 minutes approved. |
| Director's Report State Level | FY23 Financial report was submitted early to MBLC. HPL has received certification for 2024. First state aid payment: \$7836.71 Second payment is usually the same amount. | |
| Director's Report Town Level | Mary has 2 questions from the Finance Committee to answer in reference to her proposed level funding budget. New voice over internet phone system is being implemented by the town. | |

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| | <p>Ports for the new system are operational at every desk in the library.</p> <p>However, the phone system works through the town's fiber optic internet connection which is underground. The library gets internet through CW/Mars.</p> <p>Hopefully an existing underground cable will provide the necessary connection for HPL's phones.</p> | |
| <p>Director's Report</p> <p>Library activities</p> | <p>October circulation total was 10,502 items; the largest number so far this year.</p> <p>77% over the counter 23% electronic</p> <p>A part-time (18 hrs/week) library position has been posted. No applicants yet.</p> <p>Painters have been putting together estimates for exterior painting. Capital funds will cover that work.</p> | |
| <p>Annual Appeal</p> | <p>Edits to Jen's draft annual appeal postcard were accepted.</p> <p>Quote for printing and mailing will be reviewed by the Trust.</p> | <p>Trust will vote on printer's invoice.</p> <p>**Jen will let us know the mailing date.</p> |

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| Town Annual Report | <p>Annual report entry is due in January.</p> <p>Reviewed last year's article. Stacie will use the same goals and update progress..</p> <p>Hope to have photos with new faces, kids programs, shade sails.</p> <p>Include updated fire alarm system.</p> | <p>** Jen will look for appropriate photos.</p> <p>**?? will ask Pete to get a photo of shade sails when they are up for a test next week.</p> |
| Teen Advisors: Portfolio | <p>Davida put together a draft of Teen Advisor guidelines which was discussed and edited, approved and dated.</p> <p>This will be added to the Trustee Handbook.</p> <p>Does the Handbook need to be digitized?</p> | <p>**?? Who will find the Trustee Handbook.</p> |
| Literacy Program | <p>Davida reported that after discussion with librarians in larger libraries, this type of program is not appropriate for HPL.</p> | |
| Patio project Shade Sails | <p>Brackets to support the shade sails have been refabricated. These will be installed next week and a test will be run with the shade sails up.</p> <p>After the test the sails will be put away for winter storage.</p> | |
| Pavilion Project | <p>Approval from all Town Boards are in place for the pavilion project. Now the building permit application can be submitted.</p> | <p>** Marty will let the architect know that the building permit can now be submitted.</p> |

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| Web Project | <p>The End of Life date for Drupal 7 has been extended until January 7, 2025.</p> <p>Nathaniel is currently working with another library. He will start our project in January.</p> | |
| Security System | Della has the camera locations figured out. The video monitor will remain at the circulation desk. The installation will not require an electrician.. | |
| Review action items from October meeting | All completed. | |
| Appointing Trustee to fill Davida's term | <p>Davida has served 28 years as a Library Trustee, from 1995-2023.</p> <p>She will officially let the Town know she is resigning and will fill out the required paperwork.</p> <p>Several names of people who might be interested in serving as a trustee were mentioned.</p> <p>We will ask interested folks to submit a resume to Stacie.</p> | ** Davida will officially submit her resignation from the Board. |
| TOPICS FOR NEXT MEETING | Childcare | |

**** Action item**

MEETING ADJOURNED: 7:55 p.m.

NEXT MEETING: December 4, 2023

LOCATION: Trustees' Room and zoom

Documents referenced:

Draft Trustee Minutes for October 2, 2023