

**Trustees of the Harvard Public Library  
Minutes for Monday December 3, 2023**

**Attendees:** Cary Browse, Gail Coolidge, Marty Green, Stacie Cassat Green, Jen Manell

**Director:** Mary Wilson

**Teen Advisors:** Maya Ivanov, Chloe Kennedy

**Absent:**

**Call to Order:** 7:03 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
Review of Minutes		November 6 2023 minutes approved.
Director's Report State Level	Nothing to report.	
Director's Report Town Level	<p>The town has received the first payment from the MBLC.</p> <p>Mary responded to questions about the proposed Library budgets.</p> <p>Memorial trees and benches will be discussed at the next Select Board meeting. The Bromfield Trustees previously decided not to have any more memorials on the property. Mary will make sure that the town is aware of this.</p> <p>Jeff Hayes has included a \$200,000 Library HVAC project using CPIC funds in the FY2025 budget. We assume this is based on the Dude Solutions study.</p> <p>Stacie will follow up with JC Ferguson, the Tree Warden, about 3 trees that are to be taken down</p>	

<b>Director's Report</b>  <b>Library activities</b>	<p>Circulation Total 9,581  In person 7,809 (82%)  E-materials 1,772 (18%)</p> <p>The elevator now works.</p> <p>Nintendo program was very successful with 30-40 attendees.</p> <p>Senior Citizen movies have started up again. 'Barbie' was very popular last week.</p> <p>New hire started today: Anna Moffat. She is working towards her masters in linguistics at the Univ. of Victoria. She will work 18 ½ -19 hours/week.</p> <p>Mary had a tour of the Concord Library's fabulous new teen and maker spaces. She highly recommends visiting the facility.</p>	
<b>Patio project</b>  <b>Shade Sails</b>	<p>Screws for braces were found to be defective. Peter is looking for a new company to provide better screws.</p>	
<b>Pavilion Project</b>	<p>The steel company has been paid. Jamie will give them a 4-week lead time when the project gets started in the spring.</p>	
<b>Web Project</b>	<p>Stacie was in touch with Nathaniel who will be ready to start work on our web update project in January. His work will not be visible to users; it is all in the 'background' of the program.</p>	
<b>Security System</b>	<p>System is up and running. It is working well and the images are much better than before. The staff is happy. The installers were professional and 'invisible'; the project was seamless.</p> <p>Recordings will be saved for 2 weeks and then the system overwrites with new recordings.</p>	
<b>Recruiting for Davida's seat</b>	<p>Since Davida's term is up in June, we don't necessarily have to rush to fill her seat. We have a quorum.</p> <p>We would like to find someone with young children.</p> <p>Mary will ask Abby if she has any suggestions.</p>	

	<p>We can approach a possible candidate by saying something like ' there is an open seat on the library board of trustees, might you be interested?'</p> <p>If yes, invite them to attend one or more of our meetings. Encourage them to talk to Mary. Answer any of their questions.</p> <p>Explain both Select Board appointment and election options. No campaign funding required. Will need to solicit signatures to run for the seat.</p>	
<b>Review action items from October meeting</b>	Trustee Handbook - we only have paper copies. When a digital version is available, we will add Teen Advisor guidelines	<b>** Stacie</b> will scan the paper version to create a digital copy.
<b>TOPICS FOR NEXT MEETING</b>	Teen space	

**\*\* Action item**

**MEETING ADJOURNED: 7:55 p.m.**  
**NEXT MEETING: December 4, 2023**  
**LOCATION: Trustees' Room and zoom**

**Documents referenced:**

**Draft Trustee Minutes for November 6, 2023**

** Draft HPL Trustees Minutes for November 6 2023**