

Harvard Public Library Board of Trustees

Monday, November 6, 2023

7:00 pm

Location: Harvard Public Library, Trustees Room, 4 Pond Road

Also Being Held Hybrid Virtually, Via Zoom – Phone/Login Information Below

TOHpro1 is inviting you to a scheduled Zoom meeting.

Topic: Harvard Public Library Board of Trustees

Time: Nov 6, 2023 07:00 PM Eastern Time (US and Canada)

Join Zoom Meeting

<https://us02web.zoom.us/j/84620811013?pwd=SUVNdlRkMzI5SUplKeURONGFUMVZlZz09>

Meeting ID: 846 2081 1013

Passcode: 511606

One tap mobile

+19294362866,,84620811013# US (New York)

+13017158592,,84620811013# US (Washington DC)

Dial by your location

• +1 929 436 2866 US (New York)

• +1 301 715 8592 US (Washington DC)

• +1 305 224 1968 US

• +1 309 205 3325 US

Meeting ID: 846 2081 1013

Find your local number: <https://us02web.zoom.us/u/kdwWn4oMA5>

AGENDA

1. Call to Order
2. Approval of [October 2 minutes](#)
3. Director Update
4. Items for Discussion
 - Annual appeal: finalize
 - Town Annual report
 - Teen liaison to Trustees: [expectations](#)
 - Literacy program: future needs
 - Project updates:
 - i. Patio project: update
 - ii. Pavilion project: update
 - iii. Web project: update
 - iv. Security system: update
 - Review action items from last meeting
 - Appointing Trustee to fill remainder of Davida Bagatelle's term
5. Other

AS

MEMORANDUM

TO: All Departments & Boards/Committees/Commissions

FROM: Julie Doucet

DATE: October 31, 2023

SUBJECT: 2023 Annual Town Report

With the Annual Town Meeting being held in April next year, I am asking everyone to begin preparations for your submission earlier than usual.

Report submission specifications:

- Email report; word document in a two-column layout with 12pt Calibri font
- Include pictures with your submission:
 - Pictures can be specific to work done in your department, by your board/committee/commission, simply a nice landscape photo or one from an event you may have attended in town.
 - Pictures must have a description and photo credit included.
 - Pictures should be of good quality for reproducing.
 - Include pictures (jpegs) in your email as separate attachments.
- Include graphs and/or charts as a better way to visually share your data.

Please have your submission to me **no later than Thursday, January 18, 2024.**

If you have any questions or concerns, please let me know.

Happy Halloween!

Proposal: Teen Liaison Expectations

The Teen Liaison:

- Must be a member of the Teen Advisory Board
- Enrolled at Bromfield and/or a resident of Harvard
- Attends at least x library's teen programs each month
- Communicates with the library's Youth Services staff
- Attends the monthly Trustee Board meetings to report on youth programs, and also to provide feedback when needed
- Serves as an ambassador for the library to their high school and community

This is an unpaid, volunteer position. The Student Liaison serves until graduating from high school. This advisory (non-voting) position is an excellent opportunity to learn about civic involvement and the inner workings of local government, as well as a great way to support the library. The person in this position will gain valuable experience, and get the chance to meet and work with town officials.