

**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
<b>Review of Minutes</b>		October 2 2023 minutes approved.
<b>Director's Report State Level</b>	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.	
<b>Director's Report Town Level</b>	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.	

	<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><b>Director's Report</b></p> <p><b>Library activities</b></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><b>Annual Appeal</b></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><b>**Jen</b> will let us know the mailing date.</p>

<p><b>Town Annual Report</b></p>	<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><b>** Jen</b> will look for appropriate photos.</p> <p><b>**??</b> will ask Pete to get a photo of shade sails when they are up for a test next week.</p>
<p><b>Teen Advisors: Portfolio</b></p>	<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><b>**??</b> Who will find the Trustee Handbook.</p>
<p><b>Literacy Program</b></p>	<p>Davida reported that after discussion with librarians in larger libraries, this type of program is not appropriate for HPL.</p>	
<p><b>Patio project Shade Sails</b></p>	<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>	
<p><b>Pavilion Project</b></p>	<p>Approval from all Town Boards are in place for the pavilion project. Now the building permit application can be submitted.</p>	<p><b>** Marty</b> will let the architect know that the building permit can now be submitted.</p>

<b>Web Project</b>	<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>	
<b>Security System</b>	<p>Della has the camera locations figured out. The video monitor will remain at the circulation desk. The installation will not require an electrician..</p>	
<b>Review action items from October meeting</b>	<p>All completed.</p>	
<b>Appointing Trustee to fill Davida's term</b>	<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>	<p><b>** Davida</b> will officially submit her resignation from the Board.</p>
<b>TOPICS FOR NEXT MEETING</b>	<p>Childcare</p>	

**\*\* 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**