

**Trustees of the Harvard Public Library
Minutes for Monday March 4, 2024**

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

Director: Mary Wilson

Teen Advisors: Maya Ivanov, Chloe Kennedy

Visitor: Jamie Schwedel from [RE]Architects

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		Feb 5, 2024 minutes approved.
Director's Report State Level	No state update.	
Director's Report Town Level	<p>The Library's budget will be cut by \$9,320. If the first level override passes there will not be a cut in services. Mary sees ways to minimize the impact if the override does not pass..</p> <p>CW/MARS has launched a new catalog. Still a few bugs to work out. When fully implemented it will offer a much smoother access to network resources from the HPL online system.</p>	
Director's Report Library activities	<p>Circulation for February:</p> <p>Total 10,648 In person 8,440 Electronic 2,208</p> <p>Visits of both 8th and 10th grades brought circulation figures up.</p>	

	<p>Progress has been made on the ADA adjustments in the library. Still to be completed: we need to find smaller waste baskets for 3 bathrooms; the Non-Fiction and childrens' shelving must be moved to measure 36" apart.</p> <p>The Nortel Company will do a walk-through on Thursday morning re the fire panel replacement project.</p> <p>The current masking policy that requires masking in Volunteers Hall for 75 people or more will remain in place.</p> <p>Mary will ensure that this policy is included in our Events Policy on the website</p>	<p>** Mary will confirm that the mask policy is included in the Events Policy section of the website.</p>
<p>Patio project</p> <p>Shade Sails</p>	<p>No update.</p>	<p>** Stacie will check in with the vendor.</p>
<p>Pavilion Project</p>	<p>Jamie joined the meeting by Zoom.</p> <p>Projected start date is April 1, 2024; expected completion in 4-8 weeks, weather permitting.</p> <p>The construction fence will include 5 parking spaces.</p> <p>There will be a port-a-potty for the crew.</p> <p>National Grid has approved power from a pole on Pond Road.</p>	
<p>Web Project</p>	<p>No update on the project.</p> <p>But, there has been a search error reported, possibly due to the implementation of the new CW/MARS catalog.</p>	
<p>By-laws</p>	<p>Gail handed out printed copies of the By-Laws. We will each review the document and bring comments to the next meeting</p>	<p>** All review the By-Laws and be prepared to bring comments to the next meeting.</p>
<p>YA Room Planning</p>	<p>Reviewed a proposal from Arrowstreet for a feasibility study to examine Young Adult space update.</p> <p>Discussed ways to include teens in the design of new YA space.</p> <p>Motion: To approve the proposal from Arrowstreet and bring it to the Trust for funding.</p>	<p>Vote: unanimously in favor.</p>

TOPICS FOR NEXT MEETING		
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**** Action item**

MEETING ADJOURNED: 7:53 p.m.

NEXT MEETING: April 1, 2024

LOCATION: Trustees' Room and zoom

Documents referenced:

DDraft Trustee Minutes for February 5 2024 [☰ Draft HPL Trustees Minutes for Feb 5 2024](#)

HPL Trustee By-laws [☰ HPL Bylaws](#)

Proposal from ArrowStreet for feasibility study