

Warner Free Lecture Trustees Meeting

Virtual meeting via Zoom

Minutes for October 3, 2023

Trustees Present: Jeff Boudreau, Michael Kilian (Chair), Nancy Meyer, Steve Peisch, Billy Salter, Sheila Simollardes.

Chair called the meeting to order at 6:15 PM.

1. Review and approve minutes from August 29, 2023.

VOTE: Sheila moved, Steve seconded approval of the minutes from August 29, 2023, with changes/corrections, all in favor.

2. Review Bob Mumgaard Lecture and expectations for Trustees at presentations.

The Bob Mumgaard lecture on September 15, 2023 was one of our most well-attended lectures. The attendance limit was increased to approximately 120, with the library director's permission, and still some people had to be turned away. Steve reached out to the Bromfield science department and a few school age students attended but not many. Advertising to the schools is good practice going forward.

The website is unambiguous in stating that indicating interest in an event does not confirm a reservation but there was still some confusion. Mike will include a pop up saying something to the effect of, "Get there early. Attendance is first come/first served." We rarely have a capacity crowd but, if we ever need to manage attendance, Jeff said it is possible to make reservations through the library or through Eventbrite.

We clarified expectations of Trustees at presentations. Pending illness or other compelling conflict, WFL Trustees should make every attempt to show their support and attend presentations. The organizer introduces the presenter(s) and sits up front, perhaps with the Chair. Other Trustees should be positioned outside the auditorium to welcome visitors and answer questions. After the presentation, if you're able, stay and help stack chairs and clear tables. We should all try to contribute refreshments and communicate beforehand, so we have a variety of drinks and snacks. If unable to attend, let other Trustees know and make sure your responsibilities are covered by someone else.

The language on the website is the approved text for all advertisement. Advertisement on Next Door is being restricted to Harvard and surrounding towns. Our charter requires us to provide lectures for the residents of the town of Harvard but does not limit lectures exclusively to Harvard residents.

The library provided face masks for Mumgaard and other past presentations. We'll have a few boxes of masks available, if ever needed.

3. Prep for Roxana Trabulsi presentation and how we work with other organizations.

We clarified procedures around working with other organizations. Before cooperation with other groups is announced, Trustees must vote unanimously and approve it with the presenter. Sheila clarified language around working with others: cooperation with other groups involves sharing information and publicity; collaboration implies working together with one another; sponsorship involves financial sharing.

We need to document our policies. The previous chair took a good first stab at documenting policies. There hasn't been an easy way to collect and share documents in the past. Mike will create a place in the Trustees portion of the website for important documents.

For her presentation, Roxana needs a mike, she has a short video presentation, and will sell books. She is happy to have Cable TV record. Sheila has spoken with the library and Steve already sent info to Cable TV. There were problems getting the Mumgaard laptop to connect with the library's equipment, which may have been due to their security software. All presenters should show up by 6:00 at the latest on the day of their presentation to connect and test the equipment. If the library has an AV fact sheet we can share, that would be helpful. There was no consensus about whether, as a courtesy, we need to let Unicorn Books know when and if presenters will be selling books themselves.

The Harvard Press will advertise the lecture in Upcoming Events. Mike will follow-up with the *Press* to see if we can post in Upcoming Events more often than just the week before.

4. Finances including payment to *The Harvard Press*.

Billy has prepared an invoice and will submit it to the town. Sheila and Steve also have reimbursements to submit.

5. Status of the Massachusetts Cultural Council Local Cultural Council (MCCLCC) Grant.

Jeff will create an account. As a policy going forward, Trustees should review grants before they are submitted. Jeff will send the grant to the Chair by October 7. If there are questions or concerns the Chair will call a special meeting on October 13. MCCLCC Grants for 2023 must be submitted by October 17, 2023.

6. Next year's speakers.

We need to start reaching out. Nancy suggested developing an overarching theme for programming next year. Having one theme would be too limiting. In the past we've had lectures on the following themes: music, climate, health, technology, art, science.

Steve left the meeting at 7:15.

Mike circulated a list of speakers that have been suggested in the past. Send Mike new ideas and any names that can/should be removed. Mike will update the list for our next meeting.

Once the schedule is more developed, we should share it with potential partners such as Climate Initiative, Arm in Arm, Historical Society and Fruitlands.

The town website has a [Town Calendar](#). Nancy will research how to get items included on the calendar. Jeff is also interested in getting WFL included on the Town website news and announcement area.

7. Next meeting will be on MONDAY, November 13, 2023 at 6:15PM.
8. Meeting adjourned at 7:28 PM.

Nancy moved, Sheila seconded adjournment. 4 in favor. 1 abstained.

Respectfully submitted by Nancy Meyer, Secretary.

ACTION ITEMS:

- Mike create language on the website reinforcing that lectures are first come/first served.
- Mike follow-up with *The Harvard Press* to see if we can advertise presentations in Upcoming Events more often than one week prior to an event.
- Mike will create a place in the Trustees portion of the website for important documents.
- Jeff will send a draft of the LCC grant to Mike by October 7 and submit the grant by October 17.
- All Trustees send new speaker ideas and any speakers that should be removed to Mike, who will update the list for our next meeting.

NEXT MEETING AGENDA TOPICS:

- Consistent marketing terms
- Document policies