

Trustees of the Harvard Public Library
Minutes for Monday, March 6, 2023
Hybrid

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

Director: Mary Wilson

Teen Liaison: Tim Zobbi

Absent:

Call to Order : 7:04 p.m. Meeting held in Trustee Room and Zoom

Topic	Discussion	Votes/ Action Items
Review of Minutes		Minutes of Feb 7 and 16 approved as amended.
Director's Report Town Level	<p>FY 2024 budget to be reviewed by the Select Board on March 7. As agreed in the past, \$10,000 of library book fund will be counted in our budget as payroll demands.</p> <p>This year we collected \$7206 from the fundraiser. Funds from previous years will make up the shortfall. We are still above the MAR requirement.</p>	

Director's Report
Library activities

Staff is still working on collection development policy including collection of things.

Childrens Room update:

- The town is negotiating with our insurance company.
- About 650 books have been deaccessioned due to water damage. New copies will be ordered. Abby kept the kids book plates and will replace them in new copies.
- Behind the wallboard and metal studs there is another layer of wallboard that must be tested for asbestos.
- Jeff Hayes spoke to Alex who repaired water damage in the old library. Alex will come by and prepare an estimate.

Mary is looking forward to having a full staff.

Reminder: All are encouraged to attend a state ethics training. The training is Tuesday night, March 14th, from 6:00 - 8:00 in Volunteers Hall.

Circulation for February totaled 8,360 which is in line with recent figures.

The Warner Free Lecture (piano concert with David Pihl) was recorded by Harvard Cable.

The library will have to update DRUPAL (the platform that our website is on) in the fall. Nathaniel Kraft of Krafty Design, was the original designer. He has agreed to help with the update and likely will add some pages. No estimate on the cost yet.

<p>Shade Sail Project</p>	<p>The Harvard Historical Commission approved the Shade Sail concept at their meeting on March 1. They were very encouraging.</p> <p>Davida is hoping to arrange for the vendor to come on Thursday or Friday to make measurements.</p> <p>Approval by the building inspector will be required for the posts and footings.</p> <p>Gail spoke with Tim Kilhart about removal and storage of the trellises. She will let them know when we are ready for that to happen. She will remind him that the trellises are made of aluminum and are easily damaged.</p>	<p>** Davida will be in touch with Concord Awnings to arrange a visit to the site.</p> <p>** Gail will be in touch with Tim Kilhart when we are ready to remove trellises.</p>
<p>Pavilion Project</p>	<p>The concept of a pavilion was well received at the Historical Commission meeting on March 1.</p> <p>Next step: Marty will fill out the paperwork by March 14th in order to start the process of having a public meeting about the pavilion.</p> <p>Marty emailed Richard Cabelus to find out what we need to bring the plans to the Planning Board. She awaits his reply.</p> <p>Marty also Spoke to Marie about the need to go out to bid for this project. It hinges on whether it will be on Town land. In any case we will be required to pay prevailing wage.</p> <p>A certified plot plan will be required. There is an existing plot plan on file at Town Hall from the driveway project that may be adequate.</p> <p>Jamie is looking into structural metal kits and suppliers for the supports.</p> <p>Gail has been in touch with Louise Garwood who is interested in doing the landscaping around the pavilion.</p> <p>Mary brought up a tree that the Bromfield Trustees discussed taking down. It does not seem to be an issue for the Library Trustees.</p> <p>Marty will be in touch with the Bromfield Trustees about setting up a meeting for them to see the most recent renderings. Either they will attend our next meeting, or a date will be set for us to attend a BT meeting.</p>	<p>** Marty will get forms for public hearing completed and to the HHC by March 14.</p> <p>** Marty will contact the Bromfield Trustees (Pete) about meeting to review the new plans.</p>

	<p>The Select Board meets at 7pm on March 7 on Zoom and will discuss several library topics.</p>	<p>** Marty will contact Pete about attending the Select Board meeting.</p>
<p>Patio Furniture</p>	<p>Gail brought catalogs of outdoor furniture from Seasons 4 in Lexington.</p> <p>In order to get a better feel for the options we will arrange a research trip to Lexington.</p> <p>We will ask if Seasons 4 has a designer to help us.</p> <p>Questions before we can select furniture:</p> <ul style="list-style-type: none"> • What is the square footage? • Will we extend paving stones? • Will planters be used? • Need heavy furniture that is hard to move. • Consider security cameras. Note: the current security system is not working well. Perhaps upgrade all systems? • Modular systems with ability to reconfigure would be best. <p>Possibly move current patio furniture in front of library entrance.</p> <p>Lead time for furniture is 5-6 weeks.</p> <p>Teens like the idea of a shaded work area, more inviting. Metal chairs are cold.</p> <p>Davida reminded us that handicap accessibility is necessary.</p>	

Self-evaluation report	<p>The town has 5 hard copies of the final report. Davida will try to get one copy for the library collection.</p> <p>The document is also online.</p> <p>The library is commended. In the report.</p> <p>The assisted listening systems that are part of the CCS project need ADA signage outside Volunteers Hall. Mary says that the equipment comes with signs.</p> <p>We will all review the document, public comments, and priority items to discuss at the next meeting.</p> <p>Estimated cost to bring all library items up to code is \$6050.</p>	<p>** Davida will try to get a bound copy for the library.</p> <p>** Davida will circulate a link to the final report to all.</p> <p>** All will review the final report.</p>
Library of Things	The library's projector shall be included in the Library of Things.	
TOPICS FOR NEXT MEETING	Discuss Self-Evaluation Report Patio Furniture	

**** Action item**

MEETING ADJOURNED at 8:10 p.m.

NEXT MEETING: Monday April 3 2023

LOCATION: Trustee Room/Zoom

Documents referenced:

Draft Trustee Minutes for February 7, 2023

Draft Trustee Minutes for February 16, 2023