

Harvard Public Library Trustees Meeting
Monday, November 3, 2014
Minutes

Present: Gail Coolidge, Chris Frechette, Marty Green, Charles Redinger, Stacie Cassat Green, Davida Bagatelle. Library Director: Mary Wilson

Absent: None

Budget: Mary submitted the budget for Trustee review, due November 4.

Communication: Chris, Davida, Mary, and Stacie had first sub-committee meeting last week to address Communication Goal #1. Began plan to update website, including responsive design to make site easily accessible on mobile devices. Agreed to each find exemplary library websites to review at next meeting.

By-Laws: Mary will send Charles the by-laws to share with attorney for updating.

PayPal: Set-up. Stacie will work with Charles to confirm the bank information and work with Constance to add the button to the library homepage.

Summary of Action Items:

- Mary will email the budget narrative, expense sheet, and most current policy manual to full board.
- Complete PayPal sign-up (Stacie, Charles)

Trustee meeting adjourned at 8:45 p.m.