

ATTENDEES:

Trustees: Davida Bagatelle, Gail Coolidge, Marty Green, Stacie Cassat Green, Jen Manell, Charles Redinger

Director: Mary Wilson

Public: Billy Salter

CALL TO ORDER: 6:48 p.m.

October minutes reviewed and approved as amended.

DIRECTOR'S REPORT:

- Circulation up 20% over previous October.
- Arm and Arm event had 80 people in attendance.
- Warner Free Lecture had 100 people in attendance.
- Family Maker night. Button makers and 3D doodler pens were popular.
- NELA conference occurred. Researched 3D printers. Purchased a 3D printer (Ultimaker 3) with grant money.
- NuVu Studios recommended by Stacie Green to better understand the maker-movement

Action item: learn more about the school and maker-movement here: <https://cambridge.nuvustudio.com>

NORMS:

- Norms were approved unanimously.

COMMITTEE REPORTS:

STRATEGIC PLAN:

- Team 1 (Data): Meeting on November 7, at 5:00 p.m. at HPL.
- Team 2 (Demographics): Lisa Gagnon assembled demographic data for town and a packet of library trends nationwide. Team will look at what trends are relevant to our town.

Team 2 would like to add a question to survey: *How many people in town work from home.*

- Team 3 (Survey): Over 200 people have taken the survey thus far.

Action item: Figure out ways to reach out to people who do not use the library and ask what would bring them in.

POLICY MANUAL:

Policy manual discussion tabled until next meeting.

GOOGLE DRIVE:

Stacie provided an overview of document locations and made sure all had correct permissions to folders and files.

NEW BUSINESS:

- HCTV collaboration: Anya would like to share ideas to regarding library, literary topics, and media collaborations. She will attend Trustees meeting in December to give a short presentation.
Action item: Add 15 minute presentation to next agenda.
- Friends of the HPL
Action item: Create a thank you write up to be published in The Harvard Press.
- Study and Meeting Room Reservations:
Will review reservation time policy for policy manual. 48 hour in advance reservations to be considered instead of current 24 hour in advance room reservations. Will need to fairly and properly inform public if there are any changes.
Action item: Add to agenda for future meetings.
- Budget:
Budget is due to town December 3, 2018.
Discussed level service budget and the logistics of merit raises based on the new town metrics.
Action item: Budget meeting to take place November 27, 2018 at 4:00 p.m. at HPL.

Adjourned for executive session at 8:00 p.m.

MEETING ADJOURNED: 8:18 p.m.

