

TRUSTEES OF THE HARVARD PUBLIC LIBRARY  
MINUTES FOR TUESDAY, SEPTEMBER 4, 2018



ATTENDEES:

Trustees: Davida Bagatelle, Gail Coolidge, Marty Green, Stacie Cassat Green, Jen Manell, Charles Redinger, Director: Mary Wilson,  
Public: Billy Salter

CALL TO ORDER: 7:30p.m.

Minutes approved as amended.

PUBLIC COMMENT:

Billy Salter asked if there is a strategic plan committee. Davida explained how committee was chosen and Mr. Salter mentioned he would like to be on the committee.

DIRECTOR'S REPORT:

FY18 ended June

The library circulated 130,857 items in FY18.

The largest year-over-year increase in circulation was in downloadable audio books (eAudios) which were up 91% to 6,541 in FY18, but the traditional "book" book remains our most circulated item accounting for 67% of our total circulation.

Circulation is going up or holding steady.

Majority of circulation directly by town residents.

Garden club lecture to take place September 24.

Friday, September 21, Michael Tougias, Warner Free Lecture on the Cuban Missile Crisis.

Volksfest, Saturday, September 8.

Danno Sullivan ukulele workshop on October 2, 7:00 p.m.

All boards meeting September 25 at 7p.m.

General open meeting law workshop at the Bromfield School November 15th at 5:45 p.m.

Fall programs off to a good start.

Individual and family welcome pack versions. Both packages display programs and services available at Harvard Public Library.

NORMS DISCUSSION:

Prioritized procedural and meeting norms.

WAYFINDING PRESENTATION AND DISCUSSION:

Presented notes from subcommittee meeting regarding notes on Sunshine Sign design package.

Considerations in looking at and commenting on design package: ADA concerns, does design make sense, do materials make sense and are they authentic, is it well crafted, quality, and legible design?



WAYFINDING PRESENTATION AND DISCUSSION (CONTINUED):

Considered continuing to work with Sunshine Signs and painstakingly tell Sunshine Signs what to do. Risk: limited by Stacie and Jen's knowledge of Wayfinding. Considered severing relationship with Sunshine regarding design, still open to having them bid on manufacturing. Considered revisiting working with 96pt for design needs.

Vote to stop working with Sunshine Signs and work with 96pt based on extensive vendor research.  
Yes: 4, No: 0, Abstain: 2

Next steps: Check with Trust, Inc. to discuss funding this project.

STRATEGIC PLANNING UPDATE:

Davida to hold meeting on September 23rd. Half committee can attend thus far.

PERSONNEL COMMITTEE:

Personnel Committee meeting on September 13 for Mary Wilson's review. Meeting will follow town and MBLC recommendations.

PLAN FOR NEEDED REVISIONS OF POLICY MANUAL:

Action item: Bring notebooks to next meeting.

GOOGLE DRIVE AND TRUST EMAIL:

Overview of documents.

NEW BUSINESS:

Let's Move Libraries: Suggestions given to Mary regarding Let's Move for libraries. Library already doing movement-based activities especially in the Children's Library. Open to new ideas that do not compete with activities already going on in Harvard (e.g. Activities going on at the Harvard Cultural Collaborative).

MEETING ADJOURNED: 9:10 p.m.

