

# Minutes of the HPL Board of Trustees Meeting

June 5, 2017

Harvard Public Library

**Present:** Trustees Davida Bagatelle, Gail Coolidge, Marty Green,  
Stacie Cassat Green; Mary Wilson, Director

**Absent:** Trustees Chris Frechette, Charles Redinger

1. Call to order at 7:14 pm
2. May Minutes will be reviewed and submitted at a later date due to a hard drive issue with former computer
3. Bromfield Trustees sent a congratulatory note re: our 10th anniversary and a thank you for the “impeccable stewardship” of the building and grounds
4. Director’s report
  - a. Budget update- on target with spending; book fund will be used for personnel as needed
  - b. Circulation on hard copy numbers 2016 104,000+; 2017 ahead of last year's numbers; adding electronic numbers will add to total eoy circulation numbers
  - c. Further Forward Foundation grant came in and the ceiling mounted projector in the Story Room is in; grant will also be used to purchase new PC’s. Ipad and MacBook purchases are also on the list to parallel school hardware;
    - i. **ACTION ITEM:** Davida will bring over REDCAT for a trial before Library purchases a system of its own for events at the Library
5. Committee reports
  - a. Buildings and Grounds- The maximum number of seats in Volunteers Hall as per Gabe Vallette was 160.  
**ACTION ITEM:** The Trustees will ask the Trust to fund purchase of 15 plastic folding chairs

- i. Map donation status- donation was accepted by the Trustees
    - ii. Security cameras and door alarms  
**ACTION ITEM:** Chris will report next month
    - iii. Landscape maintenance There are 2 honeysuckle vines on each trellis that are starting to climb
  - b. Charter commission update- no changes were put into place that affect the HPL Trustees
6. Other Business
- a. Non-traditional lending policy- tabled until next week
  - b. Personnel Committee will meet to conduct Mary's eval by Sept 2017  
**ACTION ITEM:** The committee will set a date to be announced at the July meeting
7. New Business
- a. The Children's Room could use hooks for coats for the Fall.  
**ACTION ITEM:** The Children's Librarian will make a request once some options are reviewed
  - b. The Games Lending space is nearly at capacity. Options are being explored to expand the space.
  - c. Same was proposed for YA storage of backpacks, coats.  
**ACTION ITEM:** The MAB (middle school advisory board) will review options and make a proposal in the Fall.
  - d. Seed Library will be expanded. Library will offer space and place for books, etc. before moves are made
8. Adjourned at 8:09 pm

Respectfully submitted,  
Davida Bagatelle, Secretary

Next meeting -July 10, 2017