



TRUSTEES OF THE HARVARD PUBLIC LIBRARY
MINUTES FOR MONDAY, MARCH 1, 2021

ATTENDEES:

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

Director: Mary Wilson

Guests: Bill Corder, Chris Frechette, Nick Browse, Brittany Blaney-Anderson

CALL TO ORDER: 7:03 p.m. Meeting held via Zoom, recording is available on Harvard Cable TV

REVIEW OF FEBRUARY MINUTES: February 1, 2021 minutes approved.

DIRECTOR'S REPORT

State level update:

- Mary received notice of MAR certification on February 4.
- Initial state aid award is for \$5,226.08 and should be received in the coming weeks. This would normally be the first of 2 payments but that is not guaranteed for this year.

Town Level update:

- So far, the Library's level funded budget is on track for approval.
- Town Hall is now open by appointment.

Library activities:

- Staff is preparing for reopening the week of March 22. That can only happen if everything goes smoothly, case numbers remain low, and final piece of plexiglass is in place.
 - The online reservation system now used for museum passes will be used for online reservations.
 - Maximum group size will be 4 people; 30-minute appointments; one appointment per person/group per day. This plan will be reviewed as needed.
- Children's programming will be outside in the spring. Abby Kingsbury is looking for a spot that will allow safe distancing.

- Circulation figures for February will be presented at the next meeting.

FRIENDS OF THE HPL LIBRARY FEEDBACK ABOUT AV NEEDS.

Chris Frechette and Bill Corder described the current equipment used by the Friends for concerts. Other than suggesting that the large speakers be attached to the wall, they are quite happy with the set up.

OLD BUSINESS

AV PROJECT: REVIEW CCS PROPOSAL

- Nick Browse gave an overview of the A/V equipment in Volunteers Hall and offered his opinions on the CCS proposal. He also answered questions about the equipment and the process.
- There are actually 3 A/V systems in Volunteers Hall.
 1. The old Cable TV equipment in the back closet. This is functional but obsolete, and has not been used in years.
 2. The Friends equipment which is a performance system. It is portable, and seems to meet the needs of that group.
 3. The installed Library system.
- Suggested library system updates:
 1. Videoconferencing capability.
 2. More microphones.
 3. Ensure WIFI direct capability.
 4. Update accessibility system using ADA requirements.
 - Check with Town Hall about new system in Upper Town Hall.
 - Inductive loops are great, but unless the floor is being replaced, it is not a reasonable system for Volunteers Hall.
 5. Replace and upgrade the projector. Ensure HDMI input.
 6. Consider removing surround sound system. It is not well supported by commercial vendors and without the need for a surround sound decoder better equipment is available.
 - **Mary will ask Abby Kingsbury and Lisa Gagnon if surround sound is important for their programs.
- Wall mounted vs Podium mounted control panel discussion included ADA issues and flat panel vs button controls.

- Placement of the new screen on the front of the soffit, leaving the old screen in place, makes installation easier and saves money.
- Questions about equipment costs on the CCS proposal were discussed.
- Cable livestream capability from Volunteers Hall needs only an Ethernet cable.
 1. Wired Ethernet connection for Cable Channel use would be minimal expense. Nick estimated \$2,000.
 2. **Mary will check with CWMARS to see if their system will allow live broadcast of library programs.
 3. **Mary will check to see if there is an Ethernet connector on the 3rd floor.

POSTPONED UNTIL NEXT MEETING:

- Meet teens joining the board; postponed until next meeting.
- Strategic Plan: Local digitization project update; postponed until next meeting.
- Communications: website update; postponed until next meeting.
- Charging station: update; postponed until next meeting.

NEW BUSINESS

- Trustees liability insurance.
- ** Marty and Gail will get last year's 990 form to Murphy Insurance before March 9.

**** Denotes action item.**

NEXT MEETING: Monday, April 5, 2021 at 7pm.

LOCATION: Online via Zoom as per COVID-19 guidelines

MEETING ADJOURNED: 9:02

Documents referenced:

AV Proposal Packet

Draft Trustee Minutes for February 1, 2021