



TRUSTEES OF THE HARVARD PUBLIC LIBRARY  
MINUTES FOR MONDAY, MAY 3, 2021

ATTENDEES:

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

Director: Mary Wilson

Guest: Craig Bardenheuer

CALL TO ORDER: 8:04 p.m. Meeting held via Zoom; recording is available on Harvard Cable TV.

REVIEW OF APRIL MINUTES: April 5, 2021 minutes approved.

DIRECTOR'S REPORT

State level:

- Second round of state aid funding has been approved. Mary expects \$5,232.43 for HPL will come through soon.
- New state guidelines no longer require quarantine of books; but books are held overnight after the interlibrary loan delivery.

Town Level:

- Department head meeting to be held tomorrow. There may be an update on opening regulations.
- May 15 Annual Town Meeting, on the HPL field, will include voting on the town budget.
- Celebration will be held on the field the night before the ATM.
- Cub Scouts will use the field on June 13 for a yoyo program.

Library activities:

- Library staff is on the way to full vaccination.
- Scheduling in-person visits is catching on. 11 people the first week; 56 visits in the past 4 weeks. Families came during school vacation week.
- 8<sup>th</sup> graders will get their 4<sup>th</sup> quarter books soon.

- Abby is preparing for the summer reading program.
- Circulation numbers since curbside began on June 8, 2020:
  - 51,147 books
  - 23,443 e-materials
  - 74,501 total items!

#### COMMITTEE REPORTS:

##### Building and Grounds:

- The Bromfield Trustees are concerned about stones and grass clippings on the field left by the stone wall project contractors. As of meeting time the grass clippings have been removed and Tim Bragan has agreed to have stones removed.
- Mark Saydah and crew have completed spring cleanup work.

##### Communications:

- Jen recommends an upcoming seminar on the future of libraries organized by ALA and Univ. of Maryland.
- \*\* Jen will update library bookmarks with new circulation numbers. She will also post the numbers on Nextdoor, Facebook, etc.
- Booksale may be held at the Flea Market this year.

#### NEW BUSINESS

##### Space Use Research:

- Decreased interest in DVDs and books on CD.
- Committee created to explore space use issues: Jill/teens, Lisa/adult, Mary, Davida, Marty, Gail & Jen. They will be exploring ways to reallocate space. The children's room is in good shape. Consider: More YA space? Commons Model? Cultural awareness space? Parent 'hang out space'? Spaces for patrons who 'work from home'? Will need to talk to patrons to see what their needs are.
- Mary recommends that we look at other libraries, especially Concord Public Library. Concord has a great website with videos of their new spaces.

#### OLD BUSINESS

##### A/V Project:

- Nick Browse has given a draft of the updated A/V needs assessment to Stacie.
- After review, our updated document will be sent on to CCS.

- Stacie is planning to bundle the A/V project with projection capability in the Trustees Room and one conference room.

#### Charging Station:

- If it is possible to use the 2 parking spaces nearest Pond Road, the Trustees are in favor of the town pursuing the library parking lot as an option for an electric vehicle charging station.
- The Bromfield Trustees voted to support the Trustees decision on the charging station.
- Power would be taken from the Children's' Room requiring a trench to the charging station.
- \*\* Davida will check to see if the trench would upset the existing patio.

#### Local Digitization Project:

- New York State has a cloud hosting program available to public libraries. Is there anything like this in Mass.?
- Along with the digitization project, there will need to be a paper retention policy.
- Mary mentioned the "Digital Commonwealth" project. Need to research what this includes.
  - Note: Cary found this information about the program. It appears to offer free digitizing services that would benefit the HPL when we are ready to digitize:  
<https://blog.bpl.org/dcbpl/>.

#### Field request from Bare Hill Rowing Association:

- Craig Bardenheuer, Co-chair of the Board of the Bare Hill Rowing Association (BHRA), requested use of the library field for 2 events.
  - Ergathon on Wednesday, May 26 after school.
  - End-of-season outdoor celebration, using school tents, honoring graduating seniors; date TBD.
- BHRA will request that attendees not park in the library parking lot.
- \*\*Stacie will write an agreement for the BHRA to use the fields for 2 events.

**\*\* Denotes action item.**

NEXT MEETING: Monday, June 7, 2021 at 7pm.

LOCATION: Online via Zoom as per COVID-19 guidelines

MEETING ADJOURNED: 8:03 p.m.

Documents referenced:

Draft Trustee Minutes for April 5, 2021