

**Trustees of the Harvard Public Library
Minutes for Monday January 8, 2024**

Attendees: Cary Browse, Gail Coolidge, Marty Green, Stacie Cassat Green, Jen Manell

Director: Mary Wilson

Teen Advisors: Maya Ivanov, Chloe Kennedy

Absent:

Call to Order: 7:05 p.m.

Location: HPL Trustees Room and on Zoom

Mission: Through our programs, resources, volunteers, and staff, the Harvard Public Library enhances the quality of life for all in the community by encouraging personal and intellectual growth in a welcoming, comfortable environment.

Topic	Discussion	Votes/ Action Items
Review of Minutes		Dec 4, 2023 minutes approved.
Director's Report State Level	The State budget will be reduced - not clear how that will affect HPL.	
Director's Report Town Level	<p>The draft Town budget will either need cuts or an override. Not yet clear how that will affect the Library's budget.</p> <p>The Personnel Board has agreed on 1% Merit Raises.</p> <p>Mary met with Jeff H. and Tim K. to discuss changes required in the Library to comply with the ADA review document. Projects are identified as to be done immediately, need more time, or outside help required.</p> <p>Some projects listed include taping down carpet edges, moving bookshelves, and providing a ramp to the stage in Volunteers Hall.</p> <p>Mary will meet with Jeff Hayes to discuss the ramp issue. The ramp may need handrails. Options are limited by the existing configuration.</p>	

	Annual report due on January 18. Stacie is working on it.	
Director's Report Library activities	December is a short, quiet month. Total circulation: 9,082 E-materials: 2,423 In-person: 6,659 Mary shared some staff news.	
Patio project Shade Sails	We now have the hooks and are waiting for several days in a row with temperatures of 42 degrees or higher. Signs indicating that cameras are in use are required. Jen will create two signs after checking on the required font size. Signs will be vinyl. One will be affixed to the Children's room window and another by the front door.	**Jen will create 'cameras in use' signs
Pavilion Project	Marty is putting together a note to REarchitects. She will ask about the contractor (who/when) and ask that they observe the selected area for flooding conditions during heavy rains/melting snow.	
Web Project	Nathaniel is almost ready to work on the HPL website.	
Tree removal	Fire blight trees have been taken down.	
Digitize by-laws	Cary will digitize the HPL Trustees By-Laws and put them on the google drive. Note: Draft is available here: W HPL Bylaws.docx	**Cary will digitize by-laws

YA Room Planning	<ul style="list-style-type: none"> • Discussed many ideas for replacing furniture and making more space in the current YA room • Also discussed using Mezzanine and/or other locations as 'commons' areas.. • Maya and Chloe will put together a draft survey with scale of 1-4. Survey to cover: Whiteboard/glass wall, projector, furniture, booths, floor rug, etc. • Jen will create a google folder for YA Space documents. 	<p>**Maya and Chloe will create a draft survey</p> <p>**Jen will create google folder for YA</p>
TOPICS FOR NEXT MEETING		

**** Action item**

MEETING ADJOURNED: 8:02 p.m.

NEXT MEETING: February 5, 2024

LOCATION: Trustees' Room and zoom

Documents referenced:

Draft Trustee Minutes for Dec 4, 2023  **Draft HPL Trustees Minutes for Dec 3 2023**