

**Trustees of the Harvard Public Library  
Minutes for Monday February 5, 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:** 7:09 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		Jan 8, 2024 minutes approved.
Director's Report State Level	<p>The MBLC was level funded in the state budget. No cuts to library aid at state level.</p> <p>All Trustees must reply to the Skills Burst email re State Conflict of Interest Law. A certification of completion is generated after you confirm receipt of the rules. Next year we will all have to take the training again.</p>	<p>** Gail will forward the Skills Burst email to everyone in case it was overlooked.</p>
Director's Report Town Level	<p>Current budget discussions with the Select Board and FinCom include the possibility of a 2 or 3 tiered override for the town. Not yet clear how the library might be affected.</p> <p>There is concern that the library budget might be below the MAR requirement for state services if the override does not pass.</p> <p>The town is working on the deficiencies cited in the ADA report</p>	

	including: all new door closers, and making doors feel lighter/easier to open, and correct placement of toilet paper holders.	
<b>Director's Report</b> <b>Library activities</b>	<p>January</p> <p>Total circulation: 9,975 In-person: 7,768</p> <p>11% of the electronic circulation are e-audio materials; currently the largest category.</p> <p>2 very successful programs with about 35 attendees: All about Tea and Nintendo.</p>	
<b>Patio project</b> <b>Shade Sails</b>	No update	
<b>Pavilion Project</b>	Jamie is lining up subcontractors and working on a schedule.	** Marty will forward documents to all when received.
<b>Web Project</b>	Waiting for Nathaniel to be available.	
<b>By-laws</b>	By- laws are now on the Google drive.	**Marty will do a first draft of editing the by-laws.
<b>YA Room Planning</b>	<p>Stacie and Jill met with Arrow St Architects to explore possibilities for an updated YA space.Many exciting ideas were voiced</p> <p>Arrowstreet designed the new elementary school. They also have done many library renovations, including the BPL and Braintree</p> <p>Next step is to contract for a Feasibility Study. Arrow St has, in the past, worked to involve the town's young adults in the design process.</p> <p>Ideas include organizing a course on design for Harvard young adults. Perhaps Cynthia Fontaine who teaches CAD at Bromfield can help with</p>	** Stacie will ask Arrow St Architects for a proposal for a feasibility study.

	<p>this. It was noted that the course might be held on a Saturday so that youth not at Bromfield can attend.</p> <p>Step 2 would be to look at the possibility of re-locating the YA space. Possibly swap with the Jeff Harris Room?</p>	
<b>YA Room Survey</b>	<p>Maya and Chloe showed a draft survey they have been working on with multiple choice questions as well as questions with answers on a range of 1-4. It has great photos.</p> <p>They will continue to add items and ideas to the survey. Do chairs need backs? What about a glass door to the YA space?</p> <p>The survey can ultimately be used as part of the feasibility planning process.</p>	
<b>TOPICS FOR NEXT MEETING</b>		

**\*\* Action item**

**MEETING ADJOURNED: 7:55 p.m.**

**NEXT MEETING: March 4, 2024**

**LOCATION: Trustees' Room and zoom**

**Documents referenced:**

**Draft Trustee Minutes for January 8, 2024** [📄 Draft HPL Trustees Minutes for Jan 8 2024](#)

**HPL Trustee By-laws** [📄 HPL Bylaws](#)