

HPL Board of Trustees Meeting
November Meeting
December 4, 2017
Harvard Public Library

Present: Trustees: Davida Bagatelle, Stacie Cassat Green, Marty Green, Gail Coolidge,
Director: Mary Wilson
Absent: Chris Frechette

1. Call to order
2. Secretary – Minutes of previous meeting approved as written
3. Director's report
 - BoS reviewed fy2019 budget as per Charter provisions; accepted as presented and thanked by BoS for exemplar; 1.98% increase
 - Web-based version for Evergreen is set for summer 2018
 - State Aid application/certification app was approved Nov 2nd. First check \$4043.38 and certificate received.
 - YTD circulation 99K. Last year 109K total. 9–10K per month so keeping pace with 2016. Increase in electronic circulation over last year.
 - Exterior Harris Room Door has been painted by Pete Jackson.
 - New security cameras coming tomorrow and will be installed.
 - All databases of legal material that was proprietary will now be made available to the public. Social Law Library working with MBLC to create this legal research database.
 - Ancestry.com is now an inhouse database. Available to the public as long as patron is in the library. Must access through library on the computers or own laptops
 - Strategic Planning guidelines? It is up to the Library to make a decision as to planning; however, it is suggested that no longer than a 2 year time lapse from end of previous plan.
 - ACTION ITEM: Davida will contact John Costa to see if he is interested in planning out for next year
4. Committee reports and open Items
 - Non-traditional lending policy: Tabled until next meeting.
 - Wayfinding: A consultant has been contacted and is currently putting together a proposal. Michele Phelan is at *96pt.com*
 - After-school backpack and coat storage: Tabled
5. Other Business
 - Chris Frechette is resigning from the Board. The Trustees have reviewed several resumes of interested parties, and Gail will be submitting Christopher Candon's name to the BoS and request he be considered for appointment for the remainder of Chris' term (May 2018).
 - League of Women Voters has asked if there is a space for their records. Our questions are: 1) Are they donating for us to own or to store 2) Purpose of putting it in the Library? 3) How much would they want to bring 4) Historical relevance? 5) Digitize?
ACTION ITEMS
 - Mary will follow up with League to get answers to the Library questions.

- Davida will check at TBS to see if there is a student(s) who may be interested in digitizing and researching other digitizing projects.
- Marty will look into the grant the Town had for digitizing records and look at the method used.

6. Next meeting date and agenda
January 8, 2018

7. Adjourn at 9:04 pm