

HPL Board of Trustees Minutes
January 8, 2018
Harvard Public Library

Present: Trustees: Davida Bagatelle, Stacie Cassat Green, Marty Green, Gail Coolidge,
Charles Redinger; Director: Mary Wilson

Absent: Chris Frechette

1. Call to order 7:53 pm
2. Secretary – Minutes of previous meeting approved as amended.
3. Director's report
 - Half-year budget report is in and so far we have spent 50%.
 - Our budget was accepted as presented to BOS.
 - Jennifer Holmes had her baby and is on leave for 3 months. Her hours will be covered by current staff picking up a few extra hours each week.
 - Strategic Plan: Davida is still waiting to hear from Jonathan Costa to see if he is interested in planning out for next year
 - January 18 Martin Philip is coming to present his book on bread baking as well as play his banjo. Books were bought by the HPL to sell and we will be return those that do not sell. We will sell at \$30.
4. Donation Policy: The policy was accepted as amended and will replace former policy.
5. Volunteers Hall light bulb replacement and fixture cleaning will be completed Friday.
6. Non-traditional lending policy will be presented in February.
7. After-school backpack and coat storage. At the entrance to the Children's Room there will be a display for library materials, and not coat hooks as previously suggested. There is still an interest in putting up hooks in the stairwell to the left of the main entrance to the HPL,
ACTION ITEM: Mary will check on codes for egress and distance from door re: not being blocked and the backpacks.
8. Trustees previously voted to support Christopher Candon to fill Chris Frechette's seat, as Chris is stepping down from the Board. Gail submitted Christopher Candon's name to the Board of Selectmen, and tomorrow night (Jan. 9) the BOS is meeting with some members of the HPL Board to vote their support of our recommendation.
9. League of Women Voters record storage request from December - discussion continues.
 - Davida will send info to Mary to share with Joe Hutchinson to get started on possible senior project support to digitize records.
 - This led to a discussion regarding equipment for the Library for future digitizing.
 - Answering the question that was raised in Dec., CPC does have funds that might help cover the HPL storing/digitizing LWVs records? The funds from CPC are available to projects related to cataloguing historical info and therefore, not relevant to the League's request

10. Seed Library letter will be sent to the Farmers Market outlining new arrangements for management.

11. Wayfinding

- There was a continuing discussion as per the necessary scope and budget for a project the size of the HPL
- Would a staff survey be more in line with how to start and then work with a sign company to design, fabricate and install?
- The Board will continue to look at options for wayfinding resources.

Next meeting date

February 5, 2018 7:30 pm

Adjourn at 9:08 pm

Respectfully submitted,

Davida Bagatelle, Secretary