

**Harvard Public Library  
Board of Trustees Meeting  
September 13, 2010  
7 PM Trustees' Meeting Room  
Harvard Public Library**

**Minutes**

**Present:** Marty Green, Chair; Davida Bagatelle, Chris Frechette, Pete Jackson, Ginger Kendall, Charles Kronauer- Trustees; Mary Wilson, Library Director

**1. Call to order at 7:05 p.m.**

**2. Secretary** – Minutes of previous meeting accepted as corrected. Davida will follow up with Town Hall on how to get the minutes filed electronically.

**3. Director's report**

a. Library status- update on damages due to lightning (see 4a)

b. State reports for ARIS- circulation up 7% from FY09-10 in spite of Fri closings; Children's program attendance up 20% and # programs offered for children up 7%; attendance up 4%; reference desk transactions down 6%; website usage up 12%; \$8000 of budget went back to the Town for FY10 due to ending year in the black.

c. Goals for upcoming year---the Personnel Committee will meet with Mary to finalize goals

**4. Committee reports**

a. Building and Grounds—Pete presented a roof repair proposal from Paul E. Dutelle and Co, Inc. \$15,750. We are waiting for another proposal from a second company.

b. Status report on repairs to lightning damage- it was covered by Town insurance; repairs to HVAC and audio equipment are still pending.

c. Budget—update to year-end budget; liaison with FinCom is Marie Fagan. Marie Salvavarro is the Select Board's liaison to the HPL.

d. Human Resources—Our new library page is Matt Flokos, a freshman at The Bromfield School.

**5. Old business**

a. Vote was unanimous to name the local history room for Dr. Jeff Harris.

b. Vote on expansion of hours to open Friday's was passed unanimously 10 a.m.

to 2 p.m. starting Friday October 15, 2010.

c. New road signage- tabled until next meeting

d. Lobby display for events held in library- tabled until next meeting

**6. New business**

a. Formalized goals to present at All-Boards Meeting- 3 goals were sent

1. Open on Fridays

2. New technology and develop Book Fund

3. Use of Volunteers

b. Plan revisions to policy manual- A subcommittee was formed to work on policy manual.

**7. Next meeting date October 4th**

**8. Adjourn at 7:55 pm**

Respectfully submitted,

Davida Bagatelle, Secretary