

**Harvard Public Library
Minutes of March 14, 2011
Board of Trustees Meeting**

1. Call to order- 7:10 p.m. In attendance—Marty Green, Pete Jackson, Ginger Kendall, Charles Kronauer; Library Director Mary Wilson.
2. Secretary – Minutes of previous meeting accepted as corrected.
3. Director's report
 - Mary, Pete, and Marty attended the legislative breakfast at Groton Public Library on Feb. 11, which had a good turn-out.
 - Mr. Gale may come to install the bench he is donating on the third weekend in May. Ginger noted that we will want to avoid a conflict with the dedication of Jessie Peterson's bench.
 - The Library will need a temporary staff person in a few months, as one person will be taking maternity leave.
 - The Library will have to re-barcode many books in the collection by next October, so as to meet the requirements of new open-source software being adopted by CW/MARS.
 - Mary asked for and received the trustees' approval to weed out the audio-tape collection and the video-tape collection, as there is little demand for either. (The children's video tapes will be retained.)
 - Book Fund donations continue to come in.
4. Committee reports
 - a. Building and Grounds
 - Roof repairs will begin this week.
 - Sound system—microphones are still a problem.
5. Old business
 - Plaque for Jeff Harris—Pete suggested that his name appear either on the door below the window or on the window itself: Dr. Jeffrey Harris Local History Room. There would also be a plaque with information such as the years in which he served as town historian, town doctor, library trustee. (The suggestion was made that we refer to the obituary in the Boston Globe for further information.)
 - Signage update—we will look for a new provider.
6. New business
 - a. Summer hours
 - Voted to close on Fridays in July and August because of expected light attendance, limited staff hours. Saturday hours will be from 10 am to 2 pm in June, July, and August.
 - b. Update of library policy manual

- Voted to approve the lending policy for electronic devices, with changes as discussed.
- Voted to approve revised policy manual.

7. Next meeting is April 4 at 6 pm, to allow for attending farewell gathering after meeting.

8. Adjourned at 9:00 p.m.