

**Harvard Public Library
Board of Trustees Meeting
June 6, 2011
Approved July 5, 2011**

1. Call to order 7:10 -Present: Gail Coolidge, Marty Green , Charles Redinger, Pete Jackson, Chris Frechette; Mary Wilson, Director.
Absent: Davida Bagatelle
2. Secretary – Minutes of May 2011 meeting approved as amended.
3. Director's report
 - a. Jessie Peterson bench dedication took place May 21.
 - b. Donations: Several donations received.
 - c. Staff attended library workshops including:
Teen Misbehavior, Book Weeding, E-readers, Cataloging
 - d. Migration work towards Evergreen System/Interlibrary Loan ongoing.
Volunteers have been cleaning books and shelves.
Jenny Duckett will be bar coding books as a summer job.
 - e. Review of the Summer Reading Program calendar and website.
 - f. Approved changing the July calendar to be open Friday July 1, closed Saturday July 2.
 - g. Approved purchase 3 black and white Nook E-readers with town funds before 6/30.
4. Committee reports
 - a. Building and Grounds—
Action Items:
Pete is working on plans for getting the plaster repaired after roof leaks.
Pete will get the wiring done for the lighting of Volunteers Hall.
Pete will get the foundation work done for placement of Gale Bench in July.
Chris will contact the landscape architect and set up an on-site meeting.
Pete will work to get the gouged library table refinished.

Action item from May: Davida to contact Ginger re Library sign.
 - b. Human Resources—Action Item: Chris, Marty and Davida will perform Mary's yearly evaluation between June 7 and June 26 .
5. Old business—Marty reported on the lighting plan for Volunteers Hall that involves a trial configuration before the final placement. Awaiting proposal from the designer. Wiring to be handled by HPL.

6. New business
 - a. Library schedule summer and fall: unchanged.
 - b. Future staffing needs: turnover expected ,
 - c. Long-range plan— 5 year plan to be developed in 2012, implemented for the subsequent 5 years. Meet with ex-trustees for brainstorming session in Sept.
 - d. Discussion of coping with middle school students when school resumes.

7. Next meeting date and agenda

Tuesday July 5 at 7PM

-5 year plan discussion

-Coping with middle school students after school