

**Harvard Public Library  
Board of Trustees Meeting  
Sept 6, 2011  
7 PM Trustees' Meeting Room**

1. Present: Green, Jackson, Frechette, Wilson, Redinger, Coolidge, Bagatelle  
Absent: Jackson

2. Secretary –July meeting minutes were accepted as written.

3. Director's report:

- Bar coding of all books well underway with further work planned for winter.
- Staff changes: 2 part time employees Jill Hayes and Celeste Kozlowski were hired for reference and children's. Upcoming slot will be created by the retirement of Joanne Williamson after 20 years.
- Evergreen transition delayed to late Dec from Oct.
- Reports to the State submitted on circulation, attendance, programs
- Higher attendance by 1000 reported in FY11.
- Hard copy book use down but balanced by increased volume in e-books and downloadable audio books.
- Two gifts received: Framed copy of the Declaration of Independence and an Elizabeth Turner watercolor.

4. Committee reports:

a. Building and Grounds:

- Landscape architect visit with Steve Derderian reviewed. Voted to approve contract for planning work. Question of new-hours sign placement and design will be posed to Derderian before going forward with vendor.
- Lighting contract with BMI Supply approved.
- Volunteers Hall: Issues with equipment use by outside groups to be resolved by updating reservation form to include necessary planning steps for users. Users will be asked to initial key parts of contract to indicate understanding.
- Speaker problem identified, with plans to start with Dave Henderson for problem review and possible referral to more reliable vendor.

b. Budget

- Subcommittee appointed: Wilson, Green, Redinger. Mary will prepare preliminary numbers for first meeting.

c. Human Resources.

-n/a

d. Long-Range Planning.

-5 year plan subcommittee appointed: Coolidge, Bagatelle, Frechette.  
Initial steps and first meeting set for Sept 13, 7 pm.

5. Old Business:

a. Update on meeting with School personnel and new procedures.  
- 2 summer meetings with school staff have resulted in more school-based communication on appropriate library use and the creation of a supervised drop-in center at Bromfield primarily for middle school students. Library contract for students tightened, to be signed by parents and students with phone numbers and emergency contact info to deal with student emergencies or behavior-related dismissals. Quiet study rooms will be restricted to students in grades 9-12 or younger students accompanied by a parent.

b. Volunteer monitors will help with sign-in and enforcement of library rules. –Possible volunteer sources identified as NHS student and Bromfield Council member-recruited parents.

6. New business

a. 5 year plan process and letter of response  
-Subcommittee appointed: Coolidge, Redinger, Frechette. Initial steps and first meeting set for Sept. Initial plan to be presented at Oct 3 meeting.  
-Letter of response draft approved.

7. Next meeting date and agenda: Monday Oct 3, 7 PM