

**Harvard Public Library  
Board of Trustees Meeting  
October 3, 2011  
7 PM Trustees' Meeting Room  
Harvard Public Library  
Minutes**

**Attendees: Bagatelle, Coolidge, Frechette, Green, Jackson, Redinger, Wilson**

2. Secretary – Minutes of previous meeting were accepted as amended.

3. Director's report

- The middle- school drop in center has opened at Bromfield but Library attendance is still high. School tours of the library are happening.
- 2 programs- a musical group performance and a Warner Free Lecture/ Harvard Conservation Trust presentation took place.
- JoAnn Williamson retired. Librarians Celeste Kozlowski in reference and Jill Hayes in children's started.

4. Committee reports

a. Building and Grounds:

- Bose Speaker problem discussed.
- Landscape architect plan review to be scheduled this month.
- Announcement board for lobby to be researched by Davida.
- Town center sewer work beginning soon will be a problem for library traffic/parking
- Clarification of policy for building use discussed. Quiet study rooms are available for small groups.
- Still waiting for a response from the lighting contractor about Volunteers Hall.

b. Budget

- Schedule for October budget preparation discussed.

c. 5-year planning process discussed. 4-month process to begin in January with a group of townspeople chosen to represent library user demographics. Plan to use a consultant to help frame the process, will talk with one at our next meeting.

5. Old business—Report on after-school attendance. Still need check-in personnel. Gail to write a message for the Bromfield Bulletin, follow-up with student volunteer leaders.

Still Open: Gale Bench placement, Harris Genealogy Room opening, hanging of Declaration of Independence and Elizabeth Turner Watercolor.

7. Next meeting November 7, 2011. 7 PM.