

Harvard Public Library Trustees Meeting
Tuesday, September 2, 2014
Minutes

Present: Gail Coolidge, Chris Frechette, Marty Green, Pete Jackson, Charles Redinger, Stacie Cassat Green, Davida Bagatelle. Library Director: Mary Wilson

Absent: None

Director's Report: Mary reported that she submitted information to MBLC for our library, including our total circulation of 127,180. Summer Reading Program had record participation this year. Numbers at-a-glance:

- 533 children participated
- ~6000 hours logged
- 1344 books read
- 252 full reviews
- 79 children read 30+ hours each, receiving bookplates

Events: Library calendar is full with many events; added an RSS feed to website to track events. Charles asked if there is anything we need to look at with the room policy for Volunteers Hall. We reiterated the decision to decide on a case-by-case basis. MBLC is coming to Harvard for annual meeting. Mary reported that the MBLC is coming to Harvard for their annual meeting. Mary is providing refreshments and the board agreed to reimburse those expenses.

Committee reports:

- Seed library: Davida reports that at this point everything is fine. We need to do more community education about seed saving and proper methods of donating seeds to the seed library. Davida mentioned that Seed Day is this weekend.
- Communication: 5-year plan. The subcommittee is Chris, Davida, and Stacie. We agreed to organize a subcommittee meeting to begin work on the 5-year plan.
- HR: Set a time for Mary's annual review. Monday, September 15 at 6:30 pm.

PayPal: Stacie recommended that we choose PayPal as the vendor to accept online donations. While they have fees, their fees are lower than other vendors. To set up the account, we decided:

- Contact person: Charles will be the contact person.
- Organization name: Harvard Public Library Trust, Inc.
- Stacie will begin the set-up process and finalize it with Charles to link the account to our bank account.

Summary of Action Items:

- Set up PayPal (Stacie + Charles)
- Communication sub-committee meet (Chris, Davida, Stacie)
- Meet with Tim Bragan to explore library building maintenance (Davida)
- Identify possible facilities manager (Davida)

Trustee meeting adjourned at 8:55 p.m.