

Hopkinton Town Library  
**REPORT FROM LIBRARY DIRECTOR**

July 22, 2020

**Library Staff:** Library staff are back to work, covering all previously scheduled hours, though not necessarily in the same timeslots (e.g. evening staff might now work on a Monday.) Our requests from patrons have been steady and staff feel well-engaged.

**Finance:** We are on target with the budget. With 50% of the year remaining, we have used 42% of our budget. In an effort to present a level budget to the town, the select board recommended a variety of reductions in the budgets of each town department. The recommended reductions to the library budget were relatively modest: \$5,000 from fuel bill (reflecting actual fuel costs), \$1,940 from cleaning (to be partially covered by Covid grants) and \$250 from travel and meals (staff travel has been reduced due to covid). Article 7 of the proposed town budget is for the appropriation to the Expendable Trust Funds. The library is included there with \$41,000, (painting/staining of the library) though the purpose was not listed in the mailing to every household. As I suspected, this was challenged at town meeting. I have prepared a response for the person who challenged these expenses.

In March of each year we have received thirteen checks from Town Trust Funds (people who have left money to the town earmarked for the library). These generally total from \$2,500 to \$3,500 depending on how the market is doing. We did not receive them this year and I contacted the Finance Office. This had been the responsibility of the Trustee of Trust Funds, formerly Bonnie Cressy who retired last year to be replaced by Steve Lux. Deb Gallant knew nothing of this process but was going to check into the situation and the checks should be forthcoming.

**Library Services:** Since we met last we have lengthened curbside pickup from 11 to 4:30 and on Saturdays from 10:30 to 1pm and have lifted the limit on how many books can be put on reserve. The book return box at Town Hall will be returned to library use by the end of the month. Neal found it so useful that he purchased his own outside drop box for town business.

**Programs:** The SRP "Virtual Summer of Fun" finished its first session last week. Weekly packs of books, journals and take home crafts and other activities are put out for curbside pickup. 86 children were registered for the program and even more have registered for the second session starting July 28th. All performers who were previously contracted with for SRP are providing online programs.

Our book group discussions are taking place monthly via Zoom and have a small but loyal following. The only adult program that we had in the pipeline was a "living history" with Sheryl Faye playing Susan B. Anthony in celebration of the passage of the 19<sup>th</sup> amount giving women the right to vote (September 20<sup>th</sup> at 4pm). She is now offering this program virtually for a reduced rate, but will also do a Q and A in costume for the full fee. In discussion. Goal Two 1k

**Building:** Pending the vote at Town Meeting, Chris Wardell will undertake the re-staining of the building exterior this Fall.

As discussed at the May trustee meeting, ENE, the library's HVAC company has put together a proposal to install either a HEPA filter on our air handler or UV filter in order to ensure that air in building is as safe as possible. The options (all CDC approved, the first two are HEPA like filters) include replacing our current filters with one of the below

- a) MERV 13 air filters that have an “arrestance” rate of 85-90% for \$1,845. Filters need to be replaced 3x/year.
- b) MERV 15 air filters that have an “arrestance” rate of 95-98% for \$2,850. Filters need to be replaced 2x/year.
- c) UV Light system with a “kill” rate of 95-99%. (\$14,765) with replacement costs every two years of additional \$2,480. for bulbs.

NOTE: The UV lights “kill” the bad stuff in the air, while the filters “arrest or entrap” the bad stuff and when the filters are changed, it is eliminated. The trustees asked ENE for more details on these options. A response to the questions will be distributed at today’s meeting for further discussion.

Goal 2 1a

**Planning and Policy:** Library Trustee Bylaws to be reviewed. Pandemic Plan to be reviewed.

Respectfully submitted, Donna Dunlop