

Hopkinton Town Library  
**REPORT FROM LIBRARY DIRECTOR**

June 21, 2021

**Library Staff:** The staff will begin meeting in person on June 23<sup>rd</sup>. We continue to review and update the Staff Procedural Manual, documenting all tasks performed. This summer we are working with an intern, Meg LaCombe, a college junior who is possibly interested in the library field. She has been working on a variety of projects and it's been great to have her assistance. Goal Two 1c and 1l.

**Finance:** With 67% of the year remaining at the end of May, we used 37% of our budget, so we are on target. We applied for Phase One ARPA (American Rescue Plan) funding for the designated amount of \$1,630. The funding will cover the costs of approximately three months of our Hoopla (downloadable content) contract. Goal One 2bandc and Goal Two 1b.

**Library Services:** Curbside pickup has finally begun to slow down, though requests are still steady. We have now begun to let outside groups and individuals use our meeting rooms and quiet study spaces. Paul O'Brien from ENE, our HVAC company came to review air circulation in the study rooms and confirms that it is more than adequate. We are limiting occupancy in the study rooms to two. In person library visits are increasing, with a record of 47 in between ten and one on Saturday. Leigh Maynard had a table at Saturday's Farmers Market to promote the summer reading program. She also held a mini "pop up" book sale; she said this was definitely worth doing. I am speaking with the Friends group about having a table at the Farmers Market on at least an occasional basis. Goal One 1a Goal Two a-e.

**Programs:** We had 25 participants in our "The Call of Kilimanjaro" Zoom presentation

Upcoming Programs include

- Planning for the Summer Reading Program is underway, with a focus on "Celebrating Community."
- A panel discussion is also being planned on culturally responsive teaching and learning for the Fall continuing to work with Keene State College.
- Our Call for Covid Artwork for a show in August and September is being distributed and many pieces have already been sent in. Deadline for submissions is July 6<sup>th</sup>. Our Gallery Committee is working on this initiative.

Planning for Fall programs, in person if possible, has begun. Goal One 4a-b Goal Two 2c

**Building:** Status Report on Pending Capital Projects.

1. **Porches.** The porch behind my office looks much better with the screens removed and can be left as is for the time being. Project to convert porch to storage space and a study room on hold for the moment.
2. **Generator.** Yestramski Electric has been contacted for a quote.
3. **Air Conditioning Units.** Paul O'Brien from ENE our HVAC company (who has been with us since the building was built) came in to discuss the a/c units. I have asked for an updated replacement cost estimate for the capital improvement plan budget. He reports that the units are alive and well at the moment, but to quote Paul "they could last ten more years or go out tomorrow..." considering they are over twenty years old.
4. **Outdoor Seating Area.** Jason and I met with Eric Buck from Terrain Design on 6/18 to review the site and discuss options. Eric is going to give a quote for a site study and will present a variety of design options for our consideration. The Foundation continues to be interested in supporting this project, either with existing funds and/or a targeted fundraising campaign.
5. **Building Security.** Electronic Security Protection has been asked to revisit and refine their proposal.

6. **Windows.** Jason and I met with Peter Brnger from Marvin Windows to review the status of the windows throughout the building, including those that have failed and those with deteriorated seals. He noted that even the windows that haven't completely failed, have gaps allowing outside air in, thus being energy IN-efficient. He has presented a proposal for replacement. We have 35 windows in the building. Costs to replace them all would be between \$72,000 and \$118,000 depending on the style (e.g. the more expensive windows have built in shades, which we need in the community room but not throughout the rest of the library.) To be discussed.
7. **Accessible Parking.** We got an estimate from Hoyle Tanner to make the entry to the library more accessible, including putting a parking spot up on the level of the front door. The cost estimate in 2017 was \$101,500.

**Planning and Policy:** Trustees will discuss the Privacy Policy and review the Long Range Plan. Is it time to update our plan? Staff is currently reviewing our Community Room policy. An edited version of that policy will be shared with the trustees for review in July. Goal Two 1l.

**Community Relations:** Leigh Maynard will be providing some programming for the Recreation Department's summer program and for St. Andrew's Church's summer enrichment program. We have put up a display of the titles on the Hopkinton Middle High School's summer required reading list, so that students can easily borrow required books. This summer we will be meeting with school representatives to talk about continued work on resource sharing of materials on Social/Emotional Development, as well as the possible reinstatement of a school/family/library committee focusing on the needs of families with children with special needs. Goal Two 2c.

Respectfully submitted, Donna Dunlop