

Hopkinton Town Library
Board of Trustees Meeting, January 23, 2018

Attendees: Elaine Loft (President), John Greabe (Treasurer), Pete Gagnon (Library Foundation Representative), Emilie Burack (Secretary), and Donna Dunlop (Library Director)

Absent: Nancy Skarmeas (Corresponding Secretary)

Elaine called the meeting to order at 7:08pm.

Secretary's Report: Peter moved to approve the December minutes. This was seconded by John and passed unanimously.

Treasurer's Report: John presented the Treasurer's Report. The library used 99.44% of its 2017 budget. He noted one correction to be made in the revenue column, which Donna will fix. There were no other remarkable financial matters. All current financial information is attached to these minutes.

Director's Report:

Donna has completed half of her staff reviews. One staff member, Kevin French, has given notice due to family obligations. His position will not be refilled.

Donna reported on the highlights and challenges of 2017. She updated the trustees on building issues, programs attendance, and community relations. Her detailed report is attached to these minutes.

New Business:

Elaine asked to have circulation and technology put on the agenda for the next meeting as these areas are constantly evolving and directly effect the operation of the library.

The public hearing for the town budget is scheduled for February 7 at 6:30, and trustees are encouraged to attend. The town meeting is scheduled for March 17th.

The meeting adjourned at 8:02.

NEXT MEETING: February 20, 2018

Respectfully submitted,

Emilie Christie Burack
Secretary