

**Hopkinton Town Library
Trustees Meeting
October 2, 2018**

Attendees: Elaine Loft (President), Pete Gagnon (Library Foundation Representative), Emilie Burack (Secretary), Nancy Skarmeas (Corresponding Secretary), Donna Dunlop (Library Director)

Absent: John Greabe (Treasurer)

The meeting opened at 7:00 pm in the Slusser Center.

Secretary's Report:

Peter made a motion to accept the minutes for 9/11. Nancy seconded the motion and the motion passed unanimously.

Building Reconstruction Update:

Adjuster Tim Crowley's engineer tested the insulation from above the ceiling tiles and reported that only some of it has smoke damage. Peter will run this by another engineer he knows to double check the adequacy of the tests. Peter has put in writing to Tim Crowley that we insist all insulation be perfectly clean and have no residual odor or debris that could cause health issues for our patrons. If we have concerns in the future, it will be Primex's responsibility to address them. Donna has passed this on to Tim so he is aware of our expectations.

The group reviewed a quote from EEI to improve all the deficiencies of the insulation. Should we accept this quote, EEI will work with the contractor we hire for the building.

The sprinkler system is fully installed and operational.

Reconstruction bids will be in on Thursday, 10/4. Donna is waiting for the quotes from Irish Electric re: the electrical work. She has the HVAC quote and this has been forwarded to Tim Crowley. Donna is waiting for quotes on custom work to replace window seats, reference desk, circulation desk, and children's desk. We discussed technology. None of the equipment is newer than 2014, so it will all be replaced.

Nancy met with the staff to discuss suggestions for the reconstruction and layout. Donna created a chart of these suggestions. Staff is also making trips to other NH libraries to get ideas for improving internal flow and functionality. This chart is attached to these minutes.

Donna is working on the 2019 budget. Her report is attached to these minutes.

Peter and Elaine attended the last Library Foundation meeting to give an update on the reconstruction.

The meeting adjourned at 8:00 pm.

Respectfully submitted,

Emilie Christie Burack, Secretary