

**Hopkinton Town Library  
Trustees Meeting  
December 20, 2018**

Attendees: Elaine Loft (President), Pete Gagnon (Library Foundation Representative), Emilie Burack (Secretary), John Greabe (Treasurer), Nancy Skarmeas (Corresponding Secretary), Donna Dunlop (Library Director), Jason LaCombe (SMP)

Elaine opened the meeting at 6:30 in the Community Room.

**Building Design:** Jason reviewed with the trustees a proposed layout for the refurbished building. The group discussed sizes of the proposed “quiet” rooms, and the possibility of adding an additional meeting room as part of the proposed remodeling of the right porch into a storage area.

Jason presented color concepts for carpet squares and cohesive finishes. He showed 3-D images of the options, and the group agreed on the warmer tones of cream, orange and natural wood. He showed a mock up of the quiet rooms. The group loved these, and instructed Jason to share them with Bergeron so we can get pricing. HVAC adjustments, lighting, and electrical costs for these rooms still need to be determined.

Jason presented a concept for the dropped ceiling under the cupola. We need to get pricing for the new elements. The group agreed to use resilient flooring for the café area and accent carpet in the children’s section.

Jason left and the meeting continued.

**Secretary’s Report**

Nancy made a motion to approve the minutes of 11/26. Peter seconded the motion and it passed unanimously. Peter made a motion to approve the 12/6 minutes. John seconded the motion. The motion passed, with Emilie abstaining because she hadn’t attended the meeting.

**Treasurer’s Report**

John reviewed finances to date. Revenue is down because, with the library building closed, copying and overdue book income has not come in. There were no other extraordinary items. His report is attached to these minutes..

**Reconstruction**

- Pete urged Donna to review the Capital Improvements fund to make sure we are putting to use any funds set aside for improvements that might be made as part of the reconstruction.
- Elaine will be meeting on Thursday with a local millworker regarding possible construction of the children’s and the circulation/reference desks.
- Donna reported on an alternative quote for sorting and restocking the collection. The National Library Relocation quote remains the most competitive. It is the trustees’ understanding that this expense will be covered by Primex.
- Elaine signed the contract with Bergeron on behalf of the trustees for the renovation work. Donna shared that the town’s attorney has reviewed the contract and it was all in order.
- Nancy made a motion for Donna to sign, on behalf of the trustees, the contract with Tucker Library Interiors spending no more than \$75,000 for the new shelving and other furnishings. This does not include the children’s and reference/circulation desks noted above for which we are

getting alternative quotes. The understanding is that the shelving and furniture replacement expenses will be covered by Primex. John seconded the motion and it passed unanimously.

**Fundraising**

Elaine is meeting with a writer from the *Concord Monitor* to update them on the reconstruction and our fundraising needs. The Friends and Library Foundation have received donations totaling \$68,854 to date. She estimates that the total needed for improvements, which does not include the elements on ceiling under cupola, and HVAC, electrical etc. for new study rooms, is \$124,736. Donna presented a memo on Communications/Fundraising options that includes sending out a special issue of *Library Ink*, sending an email blast through Susan Covert, updates to her library blog, and on the library's website. The group will wait to get final cost estimates on improvements before it starts a public campaign.

Elaine adjourned the meeting at 8:45 pm. Next meeting: January 8 at 7:00 pm.

Respectfully submitted,

Emilie Christie Burack, Secretary