

Hopkinton Town Library
Trustees Meeting
October 28, 2020

Attendees: Nancy Skarmeas (Chair), Sarah Chiappetta (corresponding secretary), John Greabe (Treasurer), Jason LaCombe (secretary), Donna Dunlop (Library Director)

Meeting was held online via Zoom Platform.

Nancy opened the meeting around 7:00; Jason arrived at 7:15 so exact time was not documented. Amy Stone, who has agreed to fill Peter Gagnon's place on the Board, was present for the first part of the meeting. Her name will be presented to the Hopkinton Select Board for consideration in early November.

SECRETARY'S REPORT

The minutes were reviewed and approved.

TREASURER'S REPORT

The report was reviewed by the board. The annual budget is holding well with 75% of the budget used to date, with only 17% of the year remaining.

DIRECTOR'S REPORT

Donna reported the staff is engaged and doing great. She continues to be thankful every day for their hard work and dedication. In addition to curbside pick-up the library is opened on a limited basis Tuesday, Friday and Saturday with a 15-patron maximum capacity. Patrons have enjoyed returning to the building and have abided by the protections put in place. There was discussion about extending hours, however the demand is not quite at the level to warrant the extension.

Lighting upgrades were discussed, Irish Electric has provided a reasonable proposal which Donna will reach out to Darragh and get underway.

Staining of the siding has been put off until spring unless the fall weather turns warmer.

The discussion of the community room use has been put on the back burner. The increase in Covid cases in the state makes it prudent to hold off on opening this room for a while longer.

See director's report attached.

The Friends group has confirmed they will not be renewing several of the museum passes (about half). Jason asked if corporate sponsorship was an appropriate place to fill this void. Donna to discuss this with the friends and get back to the board.

NEW BUSINESS

The Board reviewed the "Lost/ Damaged Item Replacement Policy", the "pandemic Policy" and the Remote Work Policy". There were a few comments on the remote work policy; Donna will review with the town for additional feedback.

Donna asked about door keys and if the new board members would like to have them. Jason and Sarah both declined. Nancy already has keys and will keep them.

The proposed 2021 budget was reviewed. It will be presented to the town by Donna and Nancy on 11/9/20 at 6:30 pm.

OLD BUSINESS

The Board will review the 2017 Long Range Plan and be prepared to discuss it at the next meeting.

Nancy adjourned the meeting at 8:22 pm.

Respectfully submitted,
Jason LaCombe, Secretary

NEXT MEETING: 11/18/20 at 7:00 pm.