

**Hopkinton Town Library
Board of Trustees Meeting, July 18, 2017**

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

Elaine called the meeting to order at 7:03.

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

Treasurer's Report: John reported there were no remarkable financial matters, other than receiving Tarr Trust money and a \$250 grant from the Woman's Club intended for the summer reading program. His report is attached to these minutes.

Director's Report:

Donna reported that the staff is taking an inventory of the library collection over the summer. The Friends of the Library book sale was a great success. A recent summer program on hiking in New Zealand was well attended. Additional details about upcoming programs and other matters are in the Director's Report attached to these minutes.

New Business:

Donna has been asked to speak to the Rotary Club and is waiting to hear back on a date. She is adding staff outreach statistics to the monthly report. She continues to work on the Capital Improvements plan with respect to Goal 2 1a, 1b, and 1g, the details of which are in the report attached to these minutes.

Old Business:

Hoyle, Tanner & Associates have revised their proposal per feedback from the June meeting. The Thelma Mitchell memorial shelving has been installed. The memorial gifts covered the metal components. Donna is getting a quote for oak panels needed to finish the project. Dome lights will be delivered on July 24. Ron Finlayson still has not submitted a plan for rebuilding the front steps and wall.

The meeting adjourned at 7:46.

NEXT MEETING: September 19, 2017

Respectively submitted,

Emilie Christie Burack
Secretary