

**Hopkinton Town Library
Board of Trustees Meeting, June 12, 2018**

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

Elaine called the meeting to order at 7:05 p.m.

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

Treasurer's Report: John presented the Treasurer's Report. As decided at the May 15th meeting, Donna had withdrawn \$50.00 from the Operating Account to establish a Petty Cash fund to pay for small purchases. The interest on the Money Market account was \$14.30. Donna noted that 43% of the expenditures had been accrued for the year, with 67% of the year remaining.

Director's Report: Detailed information is included in Donna's report, which is attached to these minutes.

Donna advised the Board the staff had held a development session focused on the online resources in the collection. The staff is developing a grid to comparing various resources. One that stands out is "Hoopla," which would provide a broader range of service (ebooks, eaudio, movies, t.v. shows, music, comics and graphic novels). The final four categories are not on offer with the current service.

Donna next discussed the likely need to upgrade the library website using SIP2, which would streamline access to all of the online resources. Donna said she would be reporting more fully on this project in the months ahead.

The conclusion of the Director's Report included updates about programs and community relations.

Old Business: Topics discussed were: building insulation and anniversary planning. Donna reported that EEI Energy Improvements and Northern Insulation would come to review the library's insulation needs and would present proposals.

Elaine and Donna met to discuss plans for the 20th anniversary celebration. Donna reviewed the list of activities with the Board.

Per a Board vote at the May meeting, Irish Electric was set to start retrofitting all the recessed lights and the bathroom lights with energy efficient fixtures.

There being no further business, the meeting adjourned at 7:45 pm.

NEXT MEETING: July 12, 2018

Respectfully submitted,

Elaine Loft, President