

**Hopkinton Town Library
Trustees Meeting
January 9, 2019**

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

Elaine opened the meeting at 7:00 at the Slusser Center.

Secretary's Report

John made a motion to approve the minutes of 12/20/18. Peter seconded the motion and it passed unanimously.

New Business:

Donna updated the group on Bergeron's progress.

The group agreed that Donna should pay the first of the SMP invoices from the 2018 operating budget.

Donna is working on the 2019 staff schedule and will soon begin annual staff reviews.

Donna shared the 2018 operating budget. As of 1/7, the library is at 97%.

Nancy made the motion that Donna pay National Library Relocation no more than \$2,800 for the analysis of "collection vs shelving available" report that will not be covered by Primex. John seconded the motion and it passed unanimously.

Elaine and Donna will meet with Jason of SMP and the local millworker on Wednesday night regarding the design of the reference/circulation and children's librarian desks. They will follow up with Jason regarding the cost and design of the dropped ceiling under the cupola.

Fundraising

Donna will include a request for donations to the renovation project in the next *Library Ink*.

Elaine adjourned the meeting at 8:01pm.

Respectfully submitted,

Emilie Christie Burack,
Secretary