



**Hopkinton Town Library
Board of Trustees Meeting
61 Houston Drive
Contoocook, NH
Tuesday, May 21, 2019
7:00 – 8:00 p.m.**

The May Business Meeting of the Hopkinton Town Library Board of Trustees was held on Monday, May 21st at the Hopkinton Town Library, 61 Houston Drive, Contoocook, New Hampshire.

Board Members Present: Peter Gagnon, John Greabe, Elaine Loft, Nancy Skarmeas

Staff Present: Donna Dunlop

The meeting was called to order at 7:12 p.m.

The minutes from the April 8th meeting were reviewed. Peter Gagnon made a motion to approve; Nancy Skarmeas seconded; the minutes were approved as presented.

John Greabe, Treasurer, noted there was nothing extraordinary to report in the monthly financials.

The Trustees met in public session to discuss the allocation of unbudgeted funds in excess of \$5,000.00.

Donna Dunlop presented the Project Detail and Budget for the improvements to the library. The total amount of improvements, a cost not completely covered by insurance, totaled \$141,832. Restricted gifts in the amount of \$41,918 covered the costs of the new glass study rooms (\$32,418) and the wall in the children's area (\$9500), leaving a balance of \$99,914. Donations in hand (unrestricted) totaled \$81,827.00.

After discussion, Elaine Loft made a motion to allocate monies from donations (restricted and unrestricted) to cover the cost of the following improvements: automatic door opener (\$3100.00); ceiling detail below cupola (\$6913.00); lighting improvements (\$4345.00); water fountain (4545.00); soffit above welcome desk (\$5880.00); sofa (\$3382.00); new work tables (\$1050.00); improvements to circulation workspace (\$7700.00); new book display units (\$28,189.00); additional shelving with display (\$26700.00); new dedication sign (\$652.67).

There was no input from the public; the motion to allocate monies from donations in the amount of \$99,914.00 passed unanimously.

DIRECTOR'S REPORT

- Donna gave updates on the following topics:
 - Staff
 - Library Budget and Post-Lighting Expenses
 - Upcoming Programs
 - Building Work
 - Community Relations(See attached report)

NEW BUSINESS

- Reopening Plans: Donna updated the Board on the plans for the re-opening gala event, scheduled for Sunday, June 9th, from 3:00-5:00 p.m. Donna estimated that as many as 200 people would attend. The Trustees agreed to oversee all parts of the event. Emilie had already rented the tent (needed by the band) and contacted the artist (Rachel Montroy). Elaine said she would organize other aspects of the events, including the purchase of the food and paper goods.
- Donor Mailing: Donna noted that it might be necessary to send a mailing to all of the donors to the library re-building fund, in order to learn how they would like their name to be listed (or not) on the recognition sign.
- Fundraising Letters: Donna reported that her "soft fundraising" approach (contacting past, major donors) had brought in a number of additional gifts (totaling approximately \$13,500) to the library rebuilding fund.
- Wasp Diversion Project: For many years, wasps had been nesting in the eaves of the roof. Donna hired a contractor to block off the entry points. Trustees signed the requested to use CIP funds to pay for the work.
- Sprinkler Pipe Replacement: Another section of the sprinkler pipe failed and was replaced.

OLD BUSINESS

- Foundation Update: The Foundation had heard back from all the donors regarding their donations to the building fund. Donna reported the Foundation was paying the bills she had earmarked for the building fund.
- Friends Annual Meeting Update: At the Friends Annual Meeting, they announced their desire to fund the cost of the new cage space at the library.
- NHLA Conference Update: Donna gave an update of the presentation she gave about "surviving a disaster" at the conference.
- Building Timeline: Donna updated the Board on the timeline for deliveries, installations and final touch-up work and cleaning.

NEXT MEETING:

June 18, 2019