

Hopkinton Town Library
Trustees Meeting
November 25, 2019

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

Elaine opened the meeting at 7:06 at St. Andrew's Church.

Secretary's Report

John made a motion to approve the October minutes as presented. Nancy seconded the motion. The motion passed, with Emilie abstaining because she was not present at the October meeting.

Treasurer's Report

John reviewed the financials through October which are attached to these minutes. There are no remarkable issues. Revenue and expenses are in line with the budget.

Director's Report (Full report attached to these minutes.)

- Staff: participated in development session on 11/18 with respect to the new Inclusivity Agenda.
- Programs on the horizon: Lectures involving FDR's "four freedoms" speech and a multi-week session on Shakespeare's *Romeo and Juliet*.
- Building: Final insurance claim payments expected by the end of the year. The building lacks adequate storage. Donna received two quotes regarding possible renovation of one of the side porches to storage and a study room. The board agreed to table this for future discussion.
- Community Relations: Donna presented at Rotary. Volunteers and Staff hosted the 11/13 Senior luncheon at Slusser.

NEW BUSINESS

- Internet Use Policy: The policy was last updated in 2011 and is need of revision. John will review current policy for December meeting. Donna will bring current examples from the ALA, other libraries, and local schools.
- Painting.: Donna secured three bids to re-stain the outside of the building. Only one includes applying two coats--something the Trustees consider important for properly protecting the building's exterior. Donna will get back to the other bidders for two-coat bids to review at the December meeting.
- RSA Chapter 91-A: Emilie reported on what she and Nancy learned at the NHMA hosted "Right to Know" session and distributed her notes. NHMA recommends the library develop their own set of "Good Practices" rules for meetings. Emilie will review the town's rules and draft a set for the library for trustees to review at the December meeting.
- Elaine accepted a motion by John to follow the town's policy of posting minutes within 5 days of a board meeting. Nancy seconded the motion and it passed by unanimously.

Emilie will report on the 11/1 NHLTA session at the December meeting.

Elaine adjourned the meeting at 8:07 pm.

Respectfully submitted,

Emilie Christie Burack,
Secretary

NEXT MEETING: 12/17/19 at 6:30 pm.