

Hopkinton Town Library  
Trustees Meeting  
January 21, 2020

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 6:35 pm.

**SECRETARY'S REPORT**

John made a motion to approve the December minutes as presented. Pete seconded the motion. The motion passed unanimously.

**TREASURER'S REPORT**

John reviewed the financials through December which are attached to these minutes. There were no other remarkable issues.

**DIRECTOR'S REPORT** Full report attached to these minutes. Highlights below:

- Annual review of staff is in progress. Job descriptions are being reviewed.
- Final post-fire payments by Primex are nearly complete.
- Inclusivity Program: The library continues partnership work with NH Family Voices. It is establishing family advisory committee and offering link to NHFV's catalog of resources.

**NEW BUSINESS**

- Emilie presented "Best Practices" policy for HTL's compliance with RSA Chapter 91-A. John made a motion to adopt the policy as amended. This was seconded by Pete and passed unanimously. Emilie will email final copy to Donna.
- Donna is updating the Library's Procedural Manual, Policy Manual, and Job Descriptions. She will send drafts to board to be reviewed at the February meeting.
- A request was made by a resident to hold a fundraiser at the library. The event would include alcohol. The board denied the request because it is not consistent with library policy.
- There was discussion about the best time for monthly board meetings. It was decided that the February and March meetings will be at 7:00 pm. Subsequent meeting times will be established by the board following March elections.
- The group reviewed the library's Public Internet Access and Use Policy dated 8/22/19 and agreed to some changes. Nancy made a motion to adopt the new policy as amended. John seconded the motion and it passed unanimously. Acceptance of this policy will be required at login for Wi-Fi and all library devices and. The policy will be posted near the computers and posted on the library website.

Elaine adjourned the meeting at 8:06 pm.

Respectfully submitted,

Emilie Christie Burack,  
Secretary

**NEXT MEETING: 2/18/20 at 7:00 pm.**