

Hopkinton Town Library
Trustees Meeting
September 23, 2020

Attendees: Nancy Skarmeas (Chair), Sarah Chiappetta (corresponding secretary), John Greabe (Treasurer), Jason LaCombe (secretary), Donna Dunlop (Library Director)

Meeting was held in the Library Community Room, with proper social distancing maintained. Nancy opened the meeting at 7:00 pm

SECRETARY'S REPORT

The minutes were reviewed and approved.

TREASURER'S REPORT

The report was reviewed by the board. John noted there were only a few minor revenue generating transactions totaling \$177.84 for the month of August. The annual budget is holding well with 57% of the budget used to date. Several unanticipated expenses incurred due to the Covid protection measures put in place have been covered through the grant the town received.

DIRECTOR'S REPORT

Donna reported how thankful she is for the staff and their hard work and dedication. In addition to curbside pick-up the library has opened on a limited basis Tuesday, Friday and Saturday with a 15-patron maximum capacity. Patrons have enjoyed returning to the building and have abided by the protections put in place.

See director's report attached.

NEW BUSINESS

There have been an increasing number of requests for the community room to re-open. The board discussed this at length and in general felt it may be time to consider re-opening it with limitations:

- 1- Only available during the hours the library is open to the public
- 2- One group per day the library is open
- 3- Limited number of people (number TBD)
- 4- The group is responsible for cleaning and disinfecting

Donna will discuss this with the staff, the Town, and the Senior center to make sure we are addressing all concerns of the town.

Donna and Jason met with Darragh on lighting upgrades in the center area. Waiting to hear back from Darragh.

The Friends group has confirmed they will not be renewing several of the museum passes (about half). Jason asked if corporate sponsorship was an appropriate place to fill this void. Donna to discuss this with the friends and get back to the board.

Peter is moving out of state and has resigned from the Board. The Board Discussed Peters replacement and if anyone knew someone who would be interested in serving. Donna has reached out to a couple people with no luck. The Board will be sending a small "thank-you" gift to Peter for his years of service. John will coordinate this.

Peter's departure also means there is no Foundation Liaison. Nancy agreed to fill this roll for this month, but not for the duration. Donna also asked the board to consider a liaison with the Friends group; Sarah agreed to fill this roll.

The Board will begin to review the Library Policies which are becoming outdated. We agreed to take on the ones that are most relevant and chip away at them individually. Next month we will review the "Lost/ Damaged Item Replacement Policy".

The Board will review the 2017 Long Range Plan and be prepared to discuss it at the next meeting.

OLD BUSINESS

Nancy adjourned the meeting at 8:35 pm.

Respectfully submitted,
Jason LaCombe, Secretary

NEXT MEETING: 10/28/20 at 7:00 pm.