

Hopkinton Town Library  
Trustees Meeting  
September 21, 2021

Attendees: Donna Dunlop (Library Director), Nancy Skarmeas (Chair), Amy Stone (Foundation Liaison), Jason LaCombe (Secretary), Sarah Chiappetta (corresponding secretary), James O'Rourke (Treasurer)

Missing:

Meeting was held in person at the library. Nancy opened the meeting at 7:10 pm

### **SECRETARY'S REPORT**

The minutes of the July meeting were reviewed. There were 3 minor grammatical corrections noted. Motion to accept: Amy / Second: Nancy / Abstention: Jim / Vote: Unanimous.

### **TREASURER'S REPORT**

The Treasurer's report was reviewed by the Board. The ARPA grant funds have been received, otherwise there has been minimal activity. The budget is on track and holding steady for the year.

Jim and Donna recommend switching the library accounts from TD to Merrimack due to regular issues with TD keeping up to date on Board members. After a brief discussion the board agreed with this recommendation. Nancy, Jim, and Donna to make the change.

Motion to accept report- Nancy / Second- Jason / Abstention - none / Vote- Unanimous.

### **DIRECTOR'S REPORT**

Donna noted after difficulty finding a new reference librarian, former staff member Emily Welsh has moved back to town and may be interested in returning to work at the library! Discussions are in progress.

Other exciting news is that activity at the library is booming! Circulation is up in all categories except AV. Curbside pick-up is continuing to slow down though there is a small group of patrons who continue to use it regularly.

The brief community survey has been out with few responses to date. Donna is working to increase responses to inform future decisions on operating hours.

While no firm decision (nor vote) was made to expand hours to include Sundays, it was discussed that Donna plan for it starting this fall providing the needed staff to facilitate Sunday hours has been hired. Donna is working on next year's budget to present to the Budget committee on October 15, then to the Selectboard on November 8.

Mask wearing in the building was discussed due to an uptick in cases in town. Donna will monitor the situation daily and adjust policy accordingly.

**See director's report attached.**

### **FACILITIES**

Donna has been working on the 5-year CIP to review with the CIP committee.

The group reviewed 6 capital improvement projects (see directors report for descriptions):

- 1- Porches: Repairs on the west porch door were made and look great.
- 2- Generator: Donna seeking a quote.
- 3- Air conditioning: ENE has updated cost to replace the condensing units.
- 4- Outdoor Seating area: Donna has submitted for an ARPA grant to cover planning costs for the outdoor pavilion.
- 5- Building security: Donna is getting updated quotes.

6- Windows: Donna has received a quote for just the windows in the community room.

**POLICIES**

The unattended Child policy was sent around for review and was approved with no additions.

**NEW BUSINESS**

None discussed

Motion to Adjourn – Jim / Second- Nancy / Vote - unanimous

Nancy adjourned the meeting at 8:19 pm.

Respectfully submitted,  
Jason LaCombe, Secretary

**NEXT MEETING: 10/19/21 at 7:00 pm. In the Community Room.**