

Hopkinton Town Library  
Trustees Meeting  
September 20, 2022

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

Meeting was held in person at the library. Nancy opened the meeting at 7:07 pm

**SECRETARY'S REPORT**

The minutes of the July meeting were reviewed.

Motion to accept: Nancy / Second: Jim / Vote: Unanimous.

**TREASURER'S REPORT**

The mural was paid. The accounts look normal.

Library received two nice gifts. One was a donation to tune the piano in the community room.

Motion to accept: Nancy / Second: Sarah / Vote: Unanimous.

**DIRECTOR'S REPORT**

Story time has changed a bit, and we now have a Family Story time for all ages. Jenny, the new Children's librarian, has also added craft time, music time, build it clubs, and STEM activities. Jenny reorganized the back storage area to make it more accessible for patrons. Jenny enjoys using social media to communicate with patrons and has created a wonderful monthly calendar.

The town finance department has just started using a new software package. Donna is learning how to use it for budgeting going forward.

Library visits are up 13% from last year, and we had 36 people sign up for library cards.

Jenny is getting quite a few people attending her children's programs. The other programs have been well attended as well. The library will be having a mini book sale on 9/24 during the Art on the Porch event.

The library has had preventative HVAC systems done this summer. They are fairly old at this point, and will need to be replaced in the future.

Community partnerships: The library continues to work with Maple Street School for pre-K through grade 3 on Social-Emotional Learning. The library has created a backpack filled with books and conversation cards that will be helpful for parents and children. There are also backpacks for PreK on feelings, friendships and likes/dislikes.

The library also hosted the Supervisors of the Checklist on 9/20 for National Voter Registration Day.

**See director's report attached.**

**Social Media Policy**

Has been updated to include TikTok and QR codes.

Motion to accept: Nancy / Second: Jim / Vote: Unanimous

**Capital Improvement Plan Proposal Budget**

The budget was reviewed. Discussion followed on how much money to ask for during the budget period from the town for various projects, including the older AC units.

**Cafe Reopening**

The library will reopen the cafe.

**Trustee Terms**

Sarah and Jason are up for reelection in 2023. They both will run for reelection.

**Pavilion update**

There are no new updates on the patio for now. Amy offered to reach out to Eric to get a quote for the patio. Jason is going to try and reach out to Eric as well to try and get a quote before the Foundation meeting next week.

Nancy adjourned the meeting at 7:59 pm. Respectfully submitted, Sarah Chiappetta, Meeting Secretary

**NEXT MEETING: October 18th at 7:00 pm. In the Community Room.**