

Hopkinton Town Library  
Trustees Meeting  
September 19 2023—**DRAFT minutes**

Attendees: Rose Jansen (Library Director), Sarah Chiappetta (Secretary), Amy Stone (Chair), Jim O'Rourke (Treasurer), Jason Lacombe (Liaison to Foundation)

Meeting was held in person at the library. Amy opened the meeting at 7:05pm

### **SECRETARY'S REPORT**

The minutes of the July 18th meeting were reviewed. Motion to accept Jim/ Second: Amy / Vote: Unanimous

### **TREASURER'S REPORT**

Accounts are looking normal. The balances are slightly higher than last month. In July the \$250 withdrawal went to the Foundation.

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

### **DIRECTOR'S REPORT**

We are now about 75% through the year. Karen retired on September 1st and Jenny will replace her as a full-time librarian. Sarah and Carolyn picked up more hours per week and are happy about the arrangement. Karen will return in November for one day a month. We now have 2 full time and 1 permanent part time and everyone else is part time.

We had over 2,000 hours reading in the summer reading program. The programs were all well attended. The Storytime with Jenny will start up again this month on Tuesdays. Sarah has temporarily agreed to run the book club and hopefully decide she wants to host it going forward. There will be a Drumming Circle that will perform on 9/29.

E.N.E. did some water damage repairs. Rose discovered some old repair materials (carpet and tiles) in the attic of the library.

Kiley delivered her picnic tables, and it was featured on WMUR. For now, two are at the library and two are at the gazebo.

Circulation is up 19% and public computer use is way up. Jenny has been weeding a lot of the old children's books. She is creating a nonfiction section for little kids that would be sorted by topic.

**See director's report attached.**

A discussion happened regarding emailing trustees and coming to decisions outside of monthly meetings. If Rose sends out an email, the trustees can reply to her directly. We cannot reply to all the trustees outside of a meeting through email.

### **Trustee Appointment**

Sara Wheatley is very interested in becoming a trustee. She has a MLS and works for EBSCO in town. She will be taking Nancy's spot and will be the corresponding secretary.

Motion to accept Amy / Second: Sarah / Vote: Unanimous

### **Check Signing Privileges.**

Amy will now have check signing privileges. Nancy will no longer have check privileges. Jim, as treasurer, will remain with check signing privileges. Nancy, Jim and Amy will go to the bank to finalize paperwork with the bank before the next library trustee meeting.

### **Capital Improvement Plan**

We will be asking the town for an additional \$35,000 for improving the handicap parking. E.N.E. has recommended that we wait until the AC Units fail to replace them. There are two of them and hopefully they would not fail at the same time. We will save our fund up in case we need to replace an AC unit in the near future. Rose will ask the town for \$500 for carpet, \$2000 for paint and \$500 for Sprinkler. She will also ask for \$11,500 for Tech improvements. Our server is old. Computec is thinking we will need a new server in 2025. We try to replace the workstations every 4-5 years.

### **Budget**

Budget is due Oct 13th. November 6th is the budget meeting. There is an open 30 hour position on the budget right now. Since the library is still looking to fill this position, we have some money to work with if Rose has some special projects until this position is filled. Telephone and internet is stable. The Biblionix price has gone up slightly. Electricity has gone up about 59% this year. Usage hasn't changed, the cost per unit has increased. Sewer and oil are predicted to stay about the same. Cleaning costs are going up about 16%. Pest control is increasing by \$50. We will be asking for more for the subscriptions and books since the cost of books is slowly rising year to year. The trustees all agree the budget looked good and recommendations were made.

### **Shade Sail**

The Rotary has pledged \$10,000 toward this project. Concord Awning's estimate was about \$24,000 and would be three smaller sails. Ultiplay gave a quote of \$36,242 for one larger shade or a smaller shade at \$23,620. Jason and Jim will set up a meeting with both vendors to find out more information. We might push this project to Spring of 2024. We need to see if the Rotary will still donate the money if the project is pushed to next year.

Amy adjourned the meeting at 8:42 pm. Respectfully submitted, Sarah Chiappetta, Meeting Secretary  
**NEXT MEETING: 7:00 pm on 10/17/23**