

**Hopkinton Town Library—Library Board of Trustees
Meeting Minutes—April 16, 2013**

Attendees: Barry Needleman, Chair; Peter Gagnon; Elaine Loft; Nancy Skarmees; Donna Dunlop, Library Director
Meeting called to order at 7:07 pm

Secretary's Report: Minutes from March 25 meeting were distributed and approved as presented.

Treasurer's Report: Elaine presented the budget and reminded the board that a February deposit had been a day late and thus appeared in March. Barry reported that lawyers for the Tarr Trust are working on catching up with distributions. They expect to make the first of the two delinquent distributions to the library "soon."

Director's Report: Donna reported that the Friends' annual meeting is to be held on April 17. The Friends had a surge in membership this year, going from 110 dues paying members in 2012 to 168 this year. Also, the Edible Book Fair was quite successful, with 20 entries and 90 visitors. Donna also described another successful year for the Tax Aide program. Three volunteers worked with 171 clients and submitted 158 returns. Donna said that most local libraries are not offering tax help or supplying tax forms and thus she believes the Tax Aide program is an important service for Hopkinton and surrounding towns.

See full Director's Report for further details

New Business:

Library Drip Edge: Donna described the need to replace the drip edge around the library. Current stones will have to be pulled out, old landscape fabric removed, new fabric installed and stones replaced to complete the project. Donna explained that the general rule is that the library itself is responsible for repairs and maintenance inside the building and the town for such things outside the building, but that this rule is not set in stone and has been flexible over the years. The board decided that Donna should speak with Public Works Director John Thayer to better define how library maintenance issues should be handled and to discuss how to proceed with the drip edge work.

Library Policies: Donna distributed a list showing library policies, the date they were adopted and the date last revised. The board decided to begin a policy review process, starting with those policies with no record of board review. The Unattended Child Policy will be reviewed next month. The board decided that policies will be reviewed every five years.

Old Business:

Patron Borrowing History: Donna reported that tracking will be turned off and that the staff is currently not sharing borrowing information with patrons. The staff reports that a few patrons have expressed disappointment with the decision. A recommendation has been made to keep a two transaction history for each patron in case of loss or damage to an item. The board agreed that this seemed reasonable.

Refinishing Clock: Donna's husband looked at the clock and reported it was from the 19th century, in poor condition and likely not worth much. He suggested that if it were to be refurbished, a false face could be made. The board agreed that Donna should ask the volunteer refinisher to provide a proposal of what she plans before a decision is made.

Building Issues: New carpet tiles have been installed in the circulation area. Work in the children's area will be done next week, once the staff have removed the books and other items. Donna also reported that trim painting will be done on the back of the library and that she has asked for quotes for replacing the porch screens.

Fire Suppression System: Barry asked about the status of upgrading the library's fire suppression system. Donna reported that she has asked for an estimate from Hampshire Fire and is awaiting their reply. The current system is still working and is being monitored regularly.

Meeting adjourned at 7:43 pm

Next meeting is Tuesday, May 21, 2013 at 7:00pm

Respectfully submitted, Nancy Skarmees, Secretary