

Hopkinton Town Library—Library Board of Trustees
Meeting Minutes—July 24, 2013

Attendees: Barry Needleman, Chair; Peter Gagnon; Elaine Loft; Christine Hamm, Nancy Skarmear; Donna Dunlop, Library Director

Meeting called to order at 7:06 pm

Patron Bethany Sullivan arrived to speak about the noise level of the Tuesday evening knitting group. Ms. Sullivan is a student who comes to the library for quiet study time. She told the board that she consistently finds it impossible to study due to the noise from the knitters. She quoted library policy: "groups that create enough noise to disrupt others should be conducted in one of our community rooms." Ms. Sullivan told the board that she had been offered the local history room for a quiet study area but found it uncomfortable. Donna reported that she agreed the knitters' noise level was too high. She has spoken to the group and asked them to make efforts to be more quiet. No improvement has been noticed. The board agreed that the issue needed to be addressed and asked Donna to let the knitters know that they must either keep the volume down, use the local history or community rooms, or schedule their group during a weekday afternoon when the library is less busy. Ms. Sullivan left the meeting at 7:27 pm.

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

Treasurer's Report: Elaine reported that a distribution of \$5,987 had been received from the Tarr Trust. This amount represents the missing 2010 distribution.

Director's Report: Donna reported that Nancy Nobis has given notice and will be leaving the library for personal reasons. Nancy has been with the library for just under five years and has been an outstanding employee. Donna is considering whether to replace her or to restructure hours amongst other current employees. The Friends' book sale raised \$5,100, the largest amount ever. Donna gave an update on the Summer Reading Program. Leigh Maynard has put together an outstanding program; most events have been well attended, but some have had lower than expected numbers. Donna said that with more families having children in full-time child care during the summer, the SRP had seen somewhat lower numbers over the years. Nancy spoke in favor of maintaining a strong SRP for families who are able to attend, noting that the program provides an important service not just the children attending the programs, but also for an active group of teen volunteers. Beckett Glass has quoted a price of \$3,427 per porch to install new screens. The decision was made to repair the screens on one porch before next summer, but to hold off on the other until quotes are received on closing in the remaining porch for year round use.

See full Director's Report for further details

New Business:

Key Budget Dates: Donna informed the board that the Library's proposed budget will to be submitted to the Finance Director on October 17. The HTL presentation to the Budget Committee is scheduled for November 4 at 6:45pm..

Old Business:

Nitrogen Generator: Donna reported that she is still awaiting the requested more detailed proposal from Hampshire Fire for installing the Nitrogen Generator.

Library Policies: The board agreed that the Privacy Policy needed significant revision and would be taken up again at the September meeting.

Meeting adjourned at 7:56 pm

Next meeting is Tuesday, September 17, 2013 at 7:00pm

Respectfully submitted,

Nancy Skarmear, Secretary