

**Hopkinton Town Library—Library Board of Trustees**  
**Meeting Minutes—11/21/16**

Attendees: Nancy Skarmeas; Elaine Loft; Emilie Burack; Peter Gagnon, John Greabe, Donna Dunlop, Library Director. *Meeting called to order at 7:03 pm*

**Secretary's Report:** Minutes from October were distributed, corrected, and approved.

**Treasurer's Report:** No major budget news this month. DD reported that she sent the second payment to town from the revenue generating fund.

**Director's Report:** Donna discussed the idea of Makerspace programming (things like building robots using kits or quilting kits). Technology improvements for reference and updates for the website are also in the plans for 2017. HTL will host AED, CPR and fire safety training for staff, and also an “active shooter” session, which the staff requested. Hopkinton Reads has been very successful; solid crowds have attended exceptional events. Donna recently had her third student from HHS come for a job shadow; this helps build on the partnership between HTL and the schools and also gets teens into the library. Strategic Plan is in the works; a draft will be given to the trustees in December.

**Budget:**

2017 budget With 17% of the year remaining HTL has used 79% of the budget. (Impressive!) The budget was presented to the Select Board with a 1.9% increases over last year.

**Building:**

Several building issues to update: Donna will consult with town departments about a “panic button” for the library. This was recommended by Steve Pecora. CR carpet coming in December. A new air temp control system should be installed by the end of November. Fireplace is no longer working; Eastern Propane is coming to fix this and also discuss what it would cost to lay a new propane line for a generator. The town's Joint Loss Committee reviewed town buildings for safety issue; HTL was cited only for the failing front steps. They strongly suggested blocking the steps in winter (which has been HTL policy).

**Seminar on Right to Know Law:**

NHMA seminar on 12/7. John has agreed to attend. In a discussion on this topic, the board agreed to save any email conversations involving three or more board members and attach them to the minutes.

**Holiday Hours:**

Closing an hour earlier on day before Thanksgiving and Christmas holidays would be appropriate due to very light library traffic. Donna asked the board for input; board agreed with her suggestion. Donna also asked the board for approval of paying part-time employees when a holiday falls on their regular workday. The board agreed that this would be a very good policy.

**Policy Updates:**

The Appropriate Behavior Policy has been revised and accepted (11/21/16)

*Meeting adjourned at 8:05 pm*

Next meeting is December 20, at 7:00 pm

Respectfully submitted,

Nancy Skarmeas, Secretary