

Hopkinton Town Library
Board of Trustees Meeting, May 16, 2017

Attendees: Elaine Loft (President), John Greabe (Treasurer), Nancy Skarmaes (Corresponding Secretary), Pete Gagnon (Library Foundation Representative), Emilie Burack (Secretary), and Library Director Donna Dunlop

Elaine called the meeting to order at 7:04.

Secretary's Report: John moved to approve the April minutes subject to the correction of the spelling of his name. This was seconded by Peter and passed unanimously. Peter made a motion to accept the March minutes. This was seconded by John and passed unanimously.

Treasurer's Report: John reported there were no significant matters of note.

Director's Report:

Donna reported that she will be hiring a person to act as a circulation staff substitute.

The new library server is up and running. Donna is working with the town insurance carrier to find out what expenses from this disaster might be covered. The Bee program and Mr. Aaron family concert were well attended. Donna met with Fire Chief Jeff Yale to discuss safety/capacity issues with respect to popular events. Donna reported on four upcoming programs, including the annual book sale.

Hampshire Fire will be replacing some ceiling tiles and escutcheons. Hoyle, Tanner and Assoc. (the town's engineers) have submitted a proposal to create an engineering plan for site improvements. Peter made a motion for Donna to hire the firm for the job and cap the cost at \$7,500. This motion was seconded by Elaine and passed unanimously.

The library has not yet received a proposal from Ron Finlayson for rebuilding the front steps and wall.

The trustees reviewed and discussed the draft strategic plan. Donna will add an element relating to staff development and continue working on wording.

Donna has been meeting with Paula Simpkins, Neal Cass, and Greg Roberts to discuss plans for Houston Park that include roads and parking.

Building:

Donna reported that there have been several instances of people using the screened porch after hours. They have left cigarette butts and garbage. She has contacted Police Chief Steve Pecora to look into this and will keep the trustees updates.

Irish Electric quoted \$1,175 p/light to install replacement dome lights in the library. Peter moved that we accept the offer for one, and have it installed in the stack area so that we can test whether or not it will meet the library's lighting needs. Nancy seconded the motion and it passed unanimously.

New Business:

Donna noted that 2018 will mark the library's 20th anniversary. Elaine agreed to be on a committee to celebrate this event. Elaine proposed discussing the matter at the June meeting.

The meeting adjourned at 7:58.

NEXT MEETING: June 20

Respectively submitted,

Emilie Christie Burack
Secretary