

Hopkinton Town Library—Library Board of Trustees
Meeting Minutes—March 18, 2014

Attendees: Barry Needleman, Chair; Elaine Loft; Nancy Skarmeas; Peter Gagnon; Emilie Burack; Donna Dunlop, Library Director

Meeting called to order at 7:07 pm

Secretary's Report: Minutes from the February meeting were distributed and approved as presented.

Treasurer's Report: Elaine reported that an erroneous deposit into the Library's account had yet to be withdrawn; also, no new distributions have been made by the Tarr Trust.

Director's Report: Donna mentioned several upcoming events, including the Edible Book Fair on March 30 and the community book discussion and talk by Lynn Lyons on May 1. The Library is ready to add a new digital magazine service (Zinio) that will allow patrons to fully access digital magazines through the website. The Foundation has paid for the platform and the Library will buy the individual subscriptions. The question was asked about dropping print subscriptions; Donna said print subscriptions of tech-related magazines would likely be discontinued but other titles will continue for the time being. Bids are expected on the new boiler. Peter asked if more efficient units were being considered. Donna reported that at least three bids will be considered and those would include smaller, more efficient systems than the one currently in place. Donna also told the board that Pro Controls was going to do a third energy audit of the library and present options/ideas for potential savings. The board was also asked for thoughts on the use of e-cigarettes in the library. Two patrons have been "smoking" these cigarettes in the Library and the staff has asked for direction. The board discussed the issue and agreed that e-cigarettes should be added to the policy banning cigarettes and alcohol. As part of the upcoming 250th anniversary of Hopkinton, the Library is partnering with the Hopkinton Historical Society to collect family photos and information from current Hopkinton residents. Information on the project is on the Library website.

See full Director's Report for further details

New Business:

Welcome Emilie Burack:

The Board welcomed new trustee Emilie Burack. Emilie agreed to take on the role of corresponding secretary.

Notecards

Donna asked the board for thoughts on printing a new supply of Library notecards to sell. In the past, the cards have been slow sellers. The board agreed to hold off on printing any new cards.

Old Business:

Community Room/Local History Room Policy Revisions: Nancy revised the old policy with minimal changes. Donna asked about the use of the Community Room for single party political events. The Board agreed that these were acceptable according to policy, but that no political signs could be displayed. Donna suggested new wording on the capacity numbers for the Community Room and the Local History Room based on recent review by the Fire Department. The capacity of the Community Room is revised to "up to 124" and the Local History Room "up to 31." Elaine asked about food in the Local History Room. Donna said it was allowed for adults-only events; Elaine expressed her view that no food should be allowed at any time in order to protect the books/documents in the room. The Board accepted the revised policy.

Party for Chris Hamm: The Board decided to celebrate retiring trustee Chris Hamm for her nearly 25 years of service to Hopkinton's libraries with an event at the Library in May. Donna will discuss dates with Chris before moving forward with plans.

Meeting adjourned at 8:35 pm

Next meeting is Tuesday, April 15, 2014, at 7:00 pm

Respectfully submitted,

Nancy Skarmeas, Secretary