

**Hopkinton Town Library—Library Board of Trustees
Meeting Minutes—May 21, 2013**

Attendees: Barry Needleman, Chair; Elaine Loft; Nancy Skarneas; Donna Dunlop, Library Director
Meeting called to order at 7:01 pm

Secretary's Report: Minutes from the April 16 meeting were distributed and approved.

Treasurer's Report: Elaine presented the budget and reported that one CD will roll over at the end of the month. She also noted that the \$1,094.17 listed for April under "misc" in the Revenue Generating Funds report is the result of a refund from ProQuest (genealogy software) after a group rate was negotiated for NH libraries. Elaine also noted that there had been no disbursement from the Tarr Trust in April.

Director's Report: Due to increase in membership, the Friends were able to purchase five new museum passes for use by library patrons. Donna noted that two recent music programs had great attendance, while a presentation on Afghanistan and an Invasive plant seminar, both excellent programs, drew far smaller crowds. Donna stated that musical events are consistently the most popular with the community. Upcoming events include the community read of *Carry the One*, the Balloon Glow and the Summer Reading Program. Donna shared an email from Hampshire Fire Protection, which is preparing a final quote on the proposed nitrogen fire suppression system. She expects the quote before the end of the month. Quotes are also expected soon for the replacement of a window broken by a mower-thrown rock and also leaking windows in the community room.

See full Director's Report for further details

New Business:

Mid Holmes Gift: The board agreed that the Library's Gift Policy requires the \$10,000 gift from Mid Holmes be turned over to the Library Foundation. The Holmes family asked that the gift be used for library collections and programs, which is consistent with the mission of the Foundation.

Knitting Group: Donna described ongoing patron complaints about the noise level during the Tuesday evening knitting group. Barry asked for specific numbers of complaints and Donna estimated 10-15. The board discussed the fact that while the group did begin as a community "learn-to-knit" program, it has evolved into social gathering for a consistent group of knitters. Donna expressed a desire to have a place for social groups like this in the library, but the board agreed that without a separate space for such groups to meet, the needs of patrons looking for a quiet place to read and study must come first. Donna will speak to the group and ask that they keep their noise level down; if complaints continue, the knitters will be offered the community or conference rooms as alternative meeting spots.

Old Business:

Library Drip Edge: Donna met with Public Works Director John Thayer to discuss work on the library drip edge. Neal Cass was also present. John said that his staff was behind on road projects and was unable to take on the drip edge. Donna, John and Neal discussed which areas of library maintenance properly fell to the town; they agreed that there is no clear policy. John stated that town workers would continue to manage mowing, shoveling and plowing for the library. He also encouraged Donna to continue calling Garrett Hoyt for small maintenance issues. The board decided to proceed with the work on the drip edge. The Friends will pay for materials and Donna has asked Chris Boudette for a quote on labor. The board agreed that rather than re-construct the entire drip edge, Round Up could be used to kill weeds and stones purchased to fill bare spots in the existing gravel.

Unattended Child Policy:

The board reviewed the Library's Unattended Child Policy. Nancy asked if the staff currently reported problems with unattended children. Donna reported that most problems concern very young children left in the library while their parents were attending events/meetings, and some instances of children being alone at the library at closing time. The group agreed that the policy need some editing; Nancy will draft a revised policy for board review. The Library's Privacy Statement was selected for review at the June meeting.

Meeting adjourned at 8:07 pm

Next meeting is Tuesday, June 18, 2013 at 7:00pm

Respectfully submitted,

Nancy Skarmeas, Secretary