

**Hopkinton Town Library—Library Board of Trustees
Meeting Minutes—November 19, 2013**

Attendees: Barry Needleman, Chair; Elaine Loft; Nancy Skarmeas; Donna Dunlop, Library Director
Meeting called to order at 7:05 pm

Secretary's Report: Minutes from the October 15 meeting were distributed and approved as presented.

Treasurer's Report: Elaine reported no new money from the Tarr Trust had been received; Donna will call about the status of future distributions.

Director's Report: Donna reported that staff reviews are nearly complete. Overall the process has been positive and useful for future planning. She is in the process of determining how to best distribute the 3% available for increases. Donna is preparing a self-evaluation which will be shared with the trustees in early December. She acknowledged that the goals she set for 2013 have not been fully met and is compiling a new set of goals for 2014. Neal Cass confirmed to Donna that the library budget presented to the Select Board was well received. He does not believe the budget will meet with objections from the Budget Committee. Boiler repairs were made in October. Expectation had been that the boiler would be functional until 2016; Donna is waiting for word on whether recent problems indicate it might need to be replaced sooner. Also still awaiting word from Hampshire Fire on new nitrogen system. Donna also told the board that local resident Dottie Brown is placing sleighs in town building as collection spots for the food pantry. The Library has agreed to display a sleigh for this program.

See full Director's Report for further details

New Business:

2014 Priorities—Board Input:

Donna asked the board to think about goals for 2014 and also ideas for how the board and the director could work together in the future on goal setting and strategic planning. Discussion was had about including strategic planning as a monthly part of the board meeting agenda.

Old Business:

Library Policies: The Gift and Donation Policy was discussed and revised. Elaine suggested a Gift Form be created so that each gift/donation can be registered and donors can sign off on the donation. This will make the process of accepting gifts more uniform and easier for staff members, and will prevent any future problems with donors questioning the library's use of gifts.

Meeting adjourned at 7:53 pm

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

Respectfully submitted,

Nancy Skarmeas, Secretary