

Hopkinton Town Library
REPORT FROM LIBRARY DIRECTOR
November 20, 2017

Staff: Staff Reviews will begin in December and January. Cynthia Garland has joined the staff in the circulation department on a “floating” basis. (Goal One 4b)

Library Services: I attended the Fall meeting of the NH Library Association. The main focus of the event was library advocacy, encouraging participants to define proactive plans for “telling the library’s story” particularly using social media. This is consistent with our finding that HTL does not tell its story well enough. We were also encouraged to have a photo release policy in place. (Draft for discussion.) Goal 1 1d.

Programs: A review of 2017 programs will be distributed at today’s meeting. Upcoming programs include:

- *Movie and Pizza “Joyeux Noel”* (Thursday November 30th 6:30 pm Pre-registration required)
- *Miss Lynn Family Concert* (Friday December 1st 6pm) Friends Winter Family Series.
- *Holiday Piano Concert with Deborrah Wyndham* (Sunday December 3rd 4pm)
- Discussion of Stanley Weintraub’s *“Silent Night: the remarkable Christmas Truce of 1914”* (Wednesday December 6th 1pm and 7pm) facilitated by historian and law professor Dick Hesse.

Goal One 4a and 4b.

Building: 45 feet of sprinkler pipe were replaced last week (\$2,700) and our HVAC firm ENE Systems came in to tighten up insulation and plastic sheeting in the attic for energy preservation. Chris Boudette added insulation around the water heater in the attic to prevent it from freezing when temperatures drop. Other issues:

Outdoor Lighting by community room. The current lighting in the parking area is not sufficient to illuminate the walkway near the community room. We have had complaints about this from people using the CR for evening events. Irish Electric has provided a possible lighting option for review.

Drip Edge around Library Perimeter. The Friends of the Library group has agreed to underwrite the replacement of the current plastic edging around the drip edge with metal and to replenish the stones (\$2,526).

Repair of steps and walls. Winnepocket has provided an estimate of what it will take to repair the steps, railing and abutting walls directly in front of the library at \$4,650. With the approval of the trustees, this work will take place this year or in the spring of 2018 pending weather and availability. We have also discussed the possibility of putting large wooden planters in front of the steps to discourage people from using the steps when the weather becomes icy/snowy. This is a new and unbudgeted expense and is an alternative to putting up the hazard tape.

Building Maintenance. I have contacted Chi Hofe, a handyman in town, to see if he might be able/willing to take on some of the odd jobs needed to maintain the building. The

addition of a part time maintenance person is an issue to be addressed with the trustees in 2018. This should be coupled with a proactive maintenance action plan. We could also consider the establishment of a building maintenance advisory committee to assist the director in reviewing and responding to building needs.

Parking Renovations. Marisa DiBiasio from Hoyle Tanner has prepared an estimate to widen our driveway and install a paved accessible parking spot at \$101,500. (Distribute at Meeting)

Goal 2 1a, 1b 1g

Community Relations: I spoke at the Rotary Club breakfast on Wednesday November 15th. It was a useful exercise to put together the informational PowerPoint, which seemed to be well received. The family of former librarian Thelma Mitchell will be visiting the library after Thanksgiving to view the shelves they purchased in her honor with a donation of \$10,000. We have put up a plaque and a picture of Thelma. Once again, we will have an antique sleigh at the library in December to encourage donations to the Hopkinton Food Pantry.

Goal 2 1j and k.

Respectfully submitted, Donna Dunlop