

Hopkinton Town Library

Trustees Meeting

March 17, 2026

Attendees: Rose Jansen (Library Director), Sarah Chiappetta (Secretary), Sara Wheatley (Treasurer), Amy Stone (Chair), Katie Dillon (Corresponding Secretary), Catherine Flinchbaugh, Erin Waldvogel

The meeting was held in person at the library. Amy opened the meeting at 5:37 pm

We started with introductions since we have two new members joining us at this meeting.

**SECRETARY'S REPORT**

The minutes of the February 2026 meeting were reviewed.

Motion to accept February minutes: Sara / Second: Amy / Vote: Unanimous.

**TREASURER'S REPORT**

The trustees reviewed the report. Sara moved the PDIP to our Merrimack Savings general account. A check we received bounced, so we were charged a \$12 fee. The CD is maturing at the end of this month, and if we do nothing it will roll over to another 6-month CD.

Motion to roll over CD for another 6 months and add in \$3,000 from the PDIP. Sarah / Second: Katie / Vote: unanimous

Motion to accept the Treasurer's Report: Amy / Second: Sarah / Vote: unanimous

**HVAC:** Rose was told that our HVAC system is in need of extensive repairs. The safety valve needs to be replaced, and some of the gaskets in the duct systems need to be replaced. These repairs are about \$20,000. We could use the repair fund, but it would completely deplete the fund. We also need the fund to pay for pest control and other building maintenance. The preventative maintenance team didn't catch these issues earlier even though the guy who came said there was evidence that these issues have been going on for years. The Trustees discussed getting a quote from another HVAC company or putting some pressure on the current company to give us a discount.

**Director's Report:** Ingram sent us pricing for two difference options for labels. We added 397 titles in February which was a large increase. The Concord Monitor will now be sent using USPS, so might be running a day behind. We might drop the paper, and Rose is going to see if it is still used if it's not current. The library will have another knitting for beginners

class this April, and the class is already full. There is a program about the eastern coyotes and also a hiking with children program. There will be no Easter Egg Hunt this year.

**See director's report attached**

**Board Role Assignments:** We discussed the different roles available to the Trustees and what they entailed. No changes happened at this meeting.

**Donor Plaque:** Katie showed the Trustees the proof for the plaque. The sign company needs a little more time to come up with a quote. Katie will email Rob Slusser to get approval for the plaque and then as a follow up ask if he is still willing to pay for the plaque.

**Solar Grant:** Amy is not sure how to make our application to EBSCO more successful than last year's failed attempt. Amy asked for an updated solar panel quote and she has not heard back. Katie and Catie offered to help Amy with the application.

**Insulation:** Katie tried to take some thermal pictures using a thermal camera that she borrowed from work, but she couldn't get the camera to work correctly. Her husband came and looked in the attic, and he noticed that the insulation was not installed correctly, so there is a lot of heat leaking out of the building.

The Trustees discussed performance evaluation and compensation for the director and the staff.

Amy adjourned the meeting at 7:40 pm. Respectfully submitted, Sarah Chiappetta, Meeting Secretary

**NEXT MEETING: 5:30 pm on 4/21/26**