Hopkinton Town Library

Trustee Meeting

July 21, 2026 – **Draft minutes**

Attendees: Rose Jansen (RJ, Library Director), Sarah Chiappetta (SC, Secretary), Sara Wheatley (SW, Treasurer), Amy Stone (AS, Chair), Catherine Flinchbaugh (CF), and Erin Waldvogel (EW, Alternate)

Absent: Katie Dillon (KD, Corresponding Secretary)

The meeting was held in person at the library. AS opened the meeting at 5:41 pm.

Secretary's Report:

The minutes of the June 2026 meeting were reviewed. AS motioned to accept minutes, seconded by SW, EW abstained, vote was unanimous.

Treasurer's Report:

CD matures at the end of September, but we will have a meeting before then to determine what to do. $900 in donations in remembrance of Christine Hamm. Discussed how to convey our appreciation of Christine's work to make the current HTL happen.

SC motioned to accept treasurer's report, seconded by AS, vote was unanimous.

Director's Report:

We are over halfway done with the year, and we have used less than half of the budget. ILL requests are taking two weeks instead of one. Patrons are being advised. Changes with Ingram will result in a four-letter author spine label. Summer reading is going well—kids have already completed 594 hours of reading! Youth programming slows down in August, and work begins to prepare for the upcoming school year. Granite VNA programming in relation to caregiver wellness, how to prep for a doctor's appointment, balance analysis, etc. These efforts complement but do not detract from what is offered at the Slusser Senior Center.

Water damage in one of the bathrooms due to a hot water heater issue. Some sinks do not have hot water at the moment. Working with the Town and Primex to address issues. RJ got two quotes for water heater replacement and relocation – one substantially less. Will go with more affordable option, electric work that is affiliated has a separate quote but is still substantially less than the other quote that covered the electrical work too. Money is coming out of the regular budget.

See Director's Report.

HVAC repairs:

Two Air Handling Units need work, issue with second AHU discovered when ENE was here for preventative maintenance. The problem with the second (additional) unit resulted in a substantial increase in the quote.

RJ to inquire from ENE about the longevity of the proposed fixes and potential energy savings if we pursue a new system (as opposed to repairs).

Outside AC units – original to the building and nearing end of life. Previously funded.

CIP requests: new server in 5 years, adding an HVAC repair line to the maintenance fund ($15k for first year); insulation work

EBSCO Solar Grant: application was unsuccessful.

SC to formally resign; departed at 6:54 pm. We appreciate SC's service.

EW willing to serve as a full trustee.

No August meeting. **Next meeting: September 15, 2026 at 5:30 pm at HTL.**

Donor Plaque installed. RJ working on umbrellas for outside tables.

Amy adjourned the meeting at 7:23 pm.

Respectfully submitted, CF