Hopkinton Town Library

Trustee Meeting

September 15, 2026 – **Draft minutes**

Attendees: Rose Jansen (RJ, Library Director), Sara Wheatley (SW, Treasurer), Katie Dillon (KD, Corresponding Secretary), Catherine Flinchbaugh (CF), and Erin Waldvogel (EW)

Absent: Amy Stone (AS, Chair)

The meeting was held in person at the library. SW acting chair for this meeting; she opened the meeting at 5:39 pm.

As a member of the public: Jeffrey Kadegis

Secretary's Report:

The minutes of the July 2026 meeting were reviewed. SW motioned to accept the minutes, EW seconded, KD abstained, vote unanimous.

Treasurer's Report:

CD matures at the end of Sept. Discussion as to whether or not to renew the CD for another six months. SW motioned to renew the CD for 6 months, CF seconded, vote unanimous.

CF motioned to accept the treasurer's report, EW seconded, vote unanimous.

Director's Report:

Town is holding mandatory harassment trainings; library staff will attend. Oct. 16th library staff meeting.

¾ of the way through the year; utilized close to 64% of the budget. Library budget presentation to the Selectboard is scheduled for Nov. 2.

Year to date: circulation is up slightly; visits up by 7%; computer usage is up; new card signups are up.

The library received a lead testing kit that can be checked out; kit provided by NH's Healthy Homes and Lead Poisoning Prevention Program. HTL was one of the 12 initial libraries selected to host kits.

Summer Reading was a success and has wrapped up!

The new hot water heater was installed, and the bathroom ceiling was fixed. New firewall installed. HTL migrated to a new phone system and TDS was in to resolve some issues post migration. Annual fire sprinkler inspection is scheduled for Sept. 24.

HTL is joining with Merrimack County Savings Bank for two educational sessions: scam awareness and personal financial management. HTL and Hopkinton Recreation Dept. are well into Spooky Tooky planning, which is scheduled for Oct. 17. Field parking should be more efficient this year for the event and looking for candy donations from the Library Foundation and the Friends of the Library.

RJ sought an additional bid for HVAC system repairs. Has not received a full second bid but continues to follow up with that company in hopes of having a full bid to compare to ENE's bid.

Fixes are becoming time sensitive. KD can get some feedback on ENE's bid as well as the partial second bid.

See Director's Report.

New Business:

Potential new alternate trustee: Jeffrey Kadegis, Geologist at US Army Corp of Engineers. KD motioned to appoint Jeff as an alternate. SW seconded. Vote unanimous.

2027 Budget Discussion:

RJ went over the Budget Line Item Report to include personnel costs, phone, computer services, utilities, etc. RJ expects the heat budget line to increase because the rate will go up. Water and sewer will also see a rate increase. Cleaning services are hopefully not going to go up a significant amount. Computers and iPads have been replaced on different timelines, spreading out the cost. The plan is to keep the budget increase under 3%, understanding that will not be possible on certain line items like heat/oil.

OverDrive pin/password: Oct. 1. OverDrive will soon require a pin/password in addition to a library card to access HTL's digital resources. Community outreach is underway.

Board role assignments: will discuss at the next meeting

Legislative update: there is a new law that impacts no-trespass orders for public property, including libraries. The NH Municipal Association will provide some guidance, which RJ will consult when/if this issue arises at HTL.

Holiday schedule: SW motioned to open library on November 27, 2026 and close the library by moving the holiday to December 24, 2026. EW seconded. Vote unanimous.

CIP request: $30,000 over five years for HVAC repairs; RJ to formally submit it.

Library Budget Presentation to Select Board is on Monday, Nov. 2. Hopefully SW and EW will attend.

Next meeting: October 20, 2026 at 5:30 pm at HTL.

SW adjourned the meeting at 7:05 pm.

Respectfully submitted, CF