

Hopkinton Town Library

Trustees Meeting
October 15, 2024—**DRAFT minutes**

Attendees: Rose Jansen (Library Director), Amy Stone (Chair), ~~Sarah Chiappetta (Secretary)~~, Sara Wheatley (Treasurer), Jason LaCombe (Foundation Liaison). Visitor: Katie Dillion
Meeting was held in person at the library. Amy opened the meeting at 5:35 pm

The meeting started with introductions. Katie expressed interest in joining the board to fill Jim's vacated position. A brief discussion on the board roles and responsibilities ensued. Katie was still interested in serving and will send her bio to Rose and then start the appointment process.

SECRETARY'S REPORT

The minutes of the September meeting were reviewed, no comments were brought up. A vote to approve was postponed until November.

TREASURER'S REPORT

Accounts are looking normal. The transition of signing authority to Sara has been completed. Several Memorial Gifts have been received after the passing of Jane Lewellen. Rose noted the celebration of Life service is November 9.

The CD matured and was rolled over for another 6 months.

Motion to accept treasurer's report: Jason / Second: Amy / Vote: Unanimous

DIRECTOR'S REPORT

Library use and program attendance continues to increase. Rose and the staff are reworking some of the collection layout to increase space at the game tables and to better organize portions of the adult collection.

Rose is still waiting to hear back on quotes for generators.

See director's report attached.

Budget: The Trustees reviewed the 2025 budget "one pager" and had no comments.

Holidays: The library will be open the day after Thanksgiving. The Trustees agreed that the library should be closed on Christmas Eve and the library should close at 2 pm on New Year's Eve.

Discussion on staff pay for 12/24 ensued. Jason made a motion to pay staff who are scheduled for 12/24. Amy seconded the motion. All voted in favor.

The presentation to the Selectboard will be 11/12.

Shade Sail project: A deposit of \$1500 is required to move the project ahead into engineering. Amy made the motion to approve \$1500 to Concord Awning for the engineering of the shade sails and foundations, with anticipated funding coming from the Library Foundation. Sara seconded the motion. All voted in favor.

Jason will reach out to Concord Awning for revised signature page outlining the approved amount and get it to Rose for (3) signatures.

Amy adjourned the meeting at 6:55 pm.

Respectfully submitted, Jason LaCombe, Interim Meeting Secretary

NEXT MEETING: 5:30 pm on 11/19/24