

Hopkinton Town Library
Trustees Meeting
February 20, 2024—**DRAFT minutes**

Attendees: Rose Jansen (Library Director), Sarah Chiappetta (Secretary), Amy Stone (Chair), Jim O'Rourke (Treasurer), Sara Wheatley (Corresponding Secretary) Absent: Jason Lacombe (Liaison to Foundation),

Meeting was held in person at the library. Amy opened the meeting at 7:03 pm

SECRETARY'S REPORT

The minutes of the November meeting were reviewed. Motion to accept Amy/ Second: Jim / Vote: Unanimous

TREASURER'S REPORT

Accounts are looking normal.

The bank manager thought we should transfer some of the money to a CD so we would get some interest. It would be about 4.27% interest instead of the 2% we're currently getting. It would be a 6 month CD that we can add additional money to at any time and there would be no penalty for early withdrawal. There is also a 13 month CD available with a slightly higher interest rate but we cannot add to it and also there is a penalty to withdraw funds. We think we might put most of the money into the 6th month, and a smaller amount into the 13th month. We would also maintain a money market account with a token amount. Jim will get more information from the bank manager and there will be a vote at the next meeting.

Motion to accept: Amy / Second: Sarah / Vote: Unanimous.

DIRECTOR'S REPORT

The library spent 95.25% of its budget for 2023. Rose has hired a new part time circulation assistant, and she will be starting soon. The staff had a CPR and AED refresher. The town audit is this week. We also do not have an official budget until town meeting on 3/21.

Circulation and library visits are up. We had 21 programs in January, and the Squam Lake program with live animals was very well attended. Story Time has also been well attended. We also have many programs coming up in the next two months. This year we will have Cookies with Cass and Muffins with Mike. Cass will talk about the Warren articles. Mike will discuss the school budget.

There will be a charitable trust set up with the Friends of the Library that will be dedicated to Chris Hamm. This will be put towards Poetry Events and poetry books.

See director's report attached.

Collection Development Policy: Hoopla decides what digital books will be offered, not our library. Rose drafted a section in the policy stating that the digital selection is not selected by the Hopkinton Library.

Motion to accept with amendments: Jim / Second: Sarah / Vote: Unanimous.

Sunsail:

Concord Awning has given us several potential selections and models with pricing. Jason thought that Model 4 was the best option at \$21,400 because it would not require the sails to be anchored to the building. We still need to get the pricing to have the poles installed in the ground and come up with vendors who could help us install them. We think that the foundation would pay for the sails, and the Rotary would pay for the installation of the poles.

Renewable Energy: Sarah brought a copy of the EBSCO grant application. We are not quite sure what is happening with the Community Energy program. We would need to get a quote from Revision before we apply for the grant. We also would need to know if the town would let us use land for a solar array. We need to figure out what is happening with the town, get schematics from Revision, fill out the form by next meeting and review and see if we're ready to submit.

Amy adjourned the meeting at 8:17 pm. Respectfully submitted, Sarah Chiappetta, Meeting Secretary

NEXT MEETING: 7:00 pm on 3/19/24