

Hopkinton Town Library  
Trustees Meeting  
March 19, 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 7:04 pm

### **SECRETARY'S REPORT**

The minutes of the November meeting were reviewed. There was one small change that Sarah will be correcting. Motion to accept Jim/ Second: Sara / Abstain: Jason

### **TREASURER'S REPORT**

Accounts are looking normal. There was a big gift of \$600.

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

The Trustees discussed the CD options. Rose stated that we would want \$15,000 in cash just in case we need to pay out the money to the town from those funds. Amy mentioned that she would want to know how long it would take to get the money out of the CD if we needed the money. Trustees discussed moving some money out of the Fines account to a CD, but Trustees decided they will not be moving funds out of the Fines account for now.

Vote to move \$40,000 from Money Market fund into a 6 month CD: Motion to accept: Jim / Second: Jason Vote: Unanimous.

### **DIRECTOR'S REPORT**

A new circulation staff member named Lauren started. Town meeting is March 21st at 6 pm. Public computer usage was up 80% this year, and circulation and print is up 25%. We had a really strong programming month and everything was well attended. The library will be hosting Spring crafts on 3/23 to coincide with the town Easter Egg hunt. The AARP has been here to help with Tax-prep for the patrons and they have been very busy.

Irish Electric replaced some lights with LEDs and installed an emergency light.

**See director's report attached.**

### **Other Library News:**

Rose mentioned that she would like to purchase a Book Doctor to repair books. The Trustees decided that Rose should purchase this machine from the Fines account.

Rose shared the Hopkinton Town Fact Sheet with the Trustees for 2023. The Friends will be having the book sale in June and a pop-up sale on April 5th. Jim commented that about 55% of the town has a library card. Rose was not sure if that was average- she thought it was on the high end.

### **Sun Sail:**

Jim has had another conversation with the person at Concord Awning. The Rotary said they are still going to donate \$10,000 if we need the funds to put up the sail. The Rotary also said they had volunteers who would be willing to install the poles and someone even had a digger who could help with the project. The way that Concord Awning planned the poles will not work because we would really need to dig up most of the patio to install the poles. Jason is going to work on coming up with some creative solution so we don't have to dig up the patio. We would need to construct some sort of structural system to be able to attach it to the side of the building. Amy also commented that we might want to make a smaller triangle that would cut down on the amount of

poles needed for the sails. Jason will continue to work on trying to install the poles without too much disruption to the patio, and if it is not going to work we will think about other ideas.

**Renewable Energy:** Amy started an Ebsco application and she thought it would not take too long to fill out. The application requires a 1 page cover letter that discusses the library and our commitments to energy conservation. We also need to identify the issues we might have in terms of permits and other permissions. Amy has asked Revisionist for an updated quote for the project to include it in the application. The deadline is April 26, 2024. Amy will need some help proofreading. Jim has volunteered to write the cover letter for the application.

Jason would like to meet earlier in the evening. The Trustees will try to accommodate moving the meeting to an earlier time as their schedules permit. Next month's meeting will be at 5:30pm instead of 7:00pm.

Amy adjourned the meeting at 8:26 pm. Respectfully submitted, Sarah Chiappetta, Meeting Secretary

**NEXT MEETING: 5:30 pm on 4/16/24**