

Hopkinton Town Library
Trustees Meeting
July 16, 2024—**DRAFT minutes**

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

Meeting was held in person at the library. Jim opened the meeting at 5:35 pm

SECRETARY'S REPORT

The minutes of the June meeting were reviewed. Everything looked good.
Motion to accept: Amy / Second: Jason / Vote: Unanimous.

TREASURER'S REPORT

Accounts are looking normal.

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

The trustees are happy to see that we are getting a nice return on the 6th month CD. The maturity date on the CD is September or October, and the trustees will be renewing the CD. There was a large deposit from the Town Trust Funds, and the Rotary's donation for the books came through.

DIRECTOR'S REPORT

There are quite a few employees taking vacation between now and September. Laura will pretty much be in charge while Rose is away on vacation. The budget is on track. The library will be closed for Labor Day weekend, and then back open on Sundays starting in September.

There are quite a few events coming up for the Summer Reading Program. For most of August and September Jenny is going to take a break from Storytime since Jenny will be away for vacation. Rose is still working on obtaining quotes for a new generator. One company said the library would need a 300 gallon propane tank, and the other one said a 500 tank would be needed. The town does not have a town-wide contract for propane with any company. Rose is not sure we would want some sort of town-wide contract since then we would have to commit to buying a certain amount of propane every year. The library doesn't really have any other use for Propane besides the potential generator.

There will be a birthday for Smokey the Bear on 8/9. The Fire Department will be getting cupcakes and have rented a Smokey Bear costume. Circulation is down just a tad from June.

See director's report attached.

Unattended Child Policy review: The Trustees reviewed the policy. There was a discussion about how old children should be that can use the library unattended. Amy suggested that Rose conduct some staff training on the policy.

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

Shade Sail: There are no updates at the moment.

Donor Plaque: No news

Renewable Energy: Ebsco did not give us the grant. Rose has looked into a second grant that could award us up to \$120,000. Amy is going to try and look at the application this week, since this grant application is due at the beginning of August.

Jim thinks that he will have to resign as a trustee, since he no longer lives 100% in Hopkinton. Sara will take over as treasurer.

Amy adjourned the meeting at 6:45 pm. Respectfully submitted, Sarah Chiappetta, Meeting Secretary

NEXT MEETING: 5:30 pm on 9/17/24