

Hopkinton Town Library

Trustees Meeting  
November 19, 2024—**DRAFT minutes**

Attendees: Rose Jansen (Library Director), Amy Stone (Chair), Sarah Chiappetta (Secretary), Sara Wheatley (Treasurer), Jason LaCombe (foundation liaison), Katie Dillion

Meeting was held in person at the library. Amy opened the meeting at 5:36 pm

**SECRETARY'S REPORT**

The minutes of the September and October meetings were reviewed. Everything looked good.  
Motion to accept September minutes: Sara / Second: Amy / (Jason abstained) Vote: Unanimous.  
Motion to accept October minutes: Amy / Second: Jason / Vote: Unanimous (Sarah abstained)

**TREASURER'S REPORT**

Accounts are looking normal. The Tarr trust payment came in at the beginning of the month. We are paying the town \$7500 back- we will pay from the Fines Account.  
Motion to accept treasurer's report: Jason / Second: Sarah / Vote: Unanimous

**DIRECTOR'S REPORT**

Rose has ordered the book rebinding machine to help repair books. She has also ordered a new laptop for \$1550 for the circulation desk.  
Sara attended an AI workshop, and learned some interesting applications for the library from the workshop. Jenny went to a teen summit webinar. Rose will be attending a sustainable library initiative information session. Rose attending this session might make our application for the solar panel grant more competitive in the future. The library weeded large print books, and donated the books to the state library. The library is planning on rearranging the shelves for the Adult Non-Fiction and the Large Print area.  
The Pumpkin Walk had a lot less people than last year since it was colder, but still well attended with 450 people. The Friends are coordinating a coat drive and a Wee Folks Book swap for December.  
Rose asked Irish Electric about the quote for the generator. The generator they had originally proposed had a 52 week waiting period so they are going to try and find some other generator that would work. The library passed the sprinkler inspection.  
The trustees discussed the strategic plan, which has not been reviewed since 2020. The Trustees will do a new review in 2025.

**See director's report attached**

**Celebration of the Arts:** The person running the program (Bridget) is asking the library to stay open until 7 pm. It would involve paying the people working an hour more. The Trustees agreed to keep the library open a little later.

**Non-Public Meeting Procedure:** It is proposed that every year we will review the sealed minutes, and decide if they need to stay sealed or if they can be released. We have ten years to go through all the old meeting minutes. The Trustees discussed how sealed meeting minutes have been documented in the past, and we will be coming up with a plan for documenting sealed minutes in the future.

**Shade Sail:** Concord Awning has received the check for engineering of the shade sails.

**Miscellaneous:** The Trustees discussed giving gifts to the library staff. The Trustees are also looking for alternates to join the team.

Amy adjourned the meeting at 6:44 pm. Respectfully submitted, Sarah Chiappetta, Meeting Secretary

**NEXT MEETING: 5:30 pm on 1/21/25**