

**Hopkinton Town Library—Library Board of Trustees
Meeting Minutes—July 19, 2016**

Attendees: Nancy Skarmeas; Elaine Loft; Emilie Burack; Donna Dunlop, Library Director. *Meeting called to order at 7:06 pm*

Secretary's Report: Minutes from June were distributed and approved.

Treasurer's Report: Donna noted that fine collection is up since her reminder in Library Ink.

Director's Report: Blood drive in July collected 20 units, a record for HTL site. Two new subscriptions are available: "Transparent Language", which includes over 100 languages and "Universal Class", which provides access to over 500 classes. Both new services are funded by the library foundation. With 50% of the year done we have used 50% of our budget. Upcoming programs include the Volunteer thank you event in August and Touch-a-Truck on 9/16.

Building Issues:

Community Room Carpeting will be installed in the fall along with tiling in the kitchen. Donna and staff are looking at samples.

Baseboard heating bids for the Community Room are being considered. This project should be completed before the carpet tiles are in place.

Front of Library Plans are still in process. A meeting with Town Road people, SMP architects and local landscapers will be planned.

Strategic Plan:

Focus Groups have been scheduled. Groups include library users, lapsed users and non-users. Findings from these focus groups will be presented to the Planning Committee in the fall.

Community Relations:

Hopkinton READS committee is in the process of selecting the next title. READ posters are complete and will be distributed. Donna is working with local historical societies on a program focusing on WWI for 2017-2018.

Other:

Donna and the board agreed that it would be appropriate to post a notice in the Community Room that room use is free, but donations are always gratefully accepted from groups making use of the room.

Meeting adjourned at 7:50 pm

Next meeting is September 20 at 7:00 pm

Respectfully submitted,

Nancy Skarmeas, Secretary