

**Hopkinton Town Library—Library Board of Trustees**  
**Meeting Minutes—2/22/17**

Attendees: Nancy Skarmeas; Elaine Loft; Emilie Burack; John Greabe, Donna Dunlop, Library Director.

*Meeting called to order at 6:33 pm*

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

**Treasurer's Report:** Nothing remarkable to report on the budget.

**Director's Report:** Staff reviews are done; Donna reports that it was a positive and productive process. A skin care presentation and a Cookies with Cass event were successful and well-attended. Plans are in the works to collect feedback after events to gauge participant satisfaction and generate new ideas. Upcoming events include "Quotable Eleanor Roosevelt" on March 16 and a program on "fake news" on March 26. A wonderful display of WWI era posters from the Hopkinton Historical Society is on display in the HTL gallery, part of the regional "Over There Over Here" program. Trustees were asked to sign the check for \$5,400 of the new Air Temperature Control Program. A fire department inspection revealed some minor issues: Porch exits need to be unbolted at all times when the library is open; the steps at these exits, along with the area outside the CR double door, must be kept shoveled and accessible; excess items stored in the boiler and electric areas need to be removed.

**Audit:**

*HTL's audit* was completed during the week of 2/22. It was quite successful, with no issues uncovered and no negative comments from the auditors.

**Building:**

*Front of the Library:* Donna is still working to bring together a group of all concerned parties (Library, town, architects, landscapers, etc) and maybe later a public meeting to discuss plans for the front of the Library.

**Board Elections:**

*Two HTL board members* are up for reelections. Emilie and Elaine have agreed to run again.

*Meeting adjourned at 7:25 pm*

Next meeting is March 21 at 7:00 pm

Respectfully submitted,

Nancy Skarmeas, Secretary