

**Hopkinton Town Library
Board of Trustees Meeting, April 18, 2017**

Attendees: Elaine Loft (President), John Greabe (Treasurer), Nancy Skarmaes (Corresponding Secretary), Pete Gagnon (Library Foundation Representative), Emilie Burack (Secretary), and Library Director Donna Dunlop

Elaine called the meeting to order at 7:08.

Secretary's Report: Elaine moved to approve the March minutes at the May meeting. This was seconded by John Graebe and passed unanimously.

Treasurer's Report: John reported that the Tarr Trust made a payment of \$7,468.74. There were no other significant matters of note.

Director's Report:

Donna reported that the staff had a productive half-day development session. Of significant note, the library's server crashed on April 8 due to a "ransomware" attack. Thanks to hard work by the library staff and Computech, the matter is now resolved. To prevent future occurrences, a new server will be purchased (something which was wisely already budgeted for in the 2017 CIP budget) and the online catalog and mail system will be hosted "in the cloud." When the new server is installed, the library will adopt a multi level protocol for password protection. Donna is investigating if the town's insurance company will cover any of the expenses attributed to the crash.

Donna also reported on two successful programs (The Secret Garden & Fake News) and noted she and John are exploring a possible civics education series. There are several exciting programs scheduled for the next few months, and the next Hopkinton READS series will be dedicated to a WWI title. Other good news is that the Friends of the Library had a successful annual meeting. They will be purchasing wireless microphones for the library, and have purchased and installed a wonderful screen for the community room.

Building:

The group discussed the importance to adhering to fire codes and talked about ways to better manage attendance at popular programs.

Irish Electric is preparing numbers for the possible replacement of 6 dome lights. Elaine agreed to look into alternative pricing. High "wear and tear" areas of the library will be repainted in April. Ron Finlayson is putting together a proposal for redoing the steps and wall in front of the library, and Hoyle, Tanner & Associates will be preparing a concept drawing for the front of the library that includes ways to improve handicapped and other parking.

Hampshire Fire is due next week to address issues brought up in the library's recent fire inspection.

Old Business:

A draft strategic plan has been completed. Donna handed copies out to the group and asked for their feedback.

New Business:

Donna reported that a Chamber of Commerce is being formed in Contoocook and may be a partner for future activities. The Library Foundation has purchased a book return box for Hopkinton Village.

The meeting adjourned at 8:13.

NEXT MEETING: MAY 16

Respectively submitted,

Emilie Christie Burack, Secretary