

**Hopkinton Town Library**  
**Board of Trustees Meeting, October 17, 2017**

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

Elaine called the meeting to order at 7:09 pm.

**Secretary's Report:** Nancy moved to approve the September minutes. This was seconded by Pete and passed unanimously.

**Treasurer's Report:** The group reviewed the Treasurer's Report. The library is on track with its budgeted expenditures. There were no remarkable financial matters. This report is attached to these minutes.

**Director's Report:**

Among other things, Donna discussed the new family drop-in programs being hosted by Children's Librarian Leigh Maynard on Tuesday nights and that the library is looking into new and innovative ways to catalog nonfiction. Her report is attached to these minutes.

**New Business:**

Donna presented a draft of the budget she has submitted to the town. This is attached to the minutes. The library is scaling down costs wherever possible. Donna and Elaine will present this to the select board at the meeting on November 6.

The group discussed the library's alcohol policy.

It was agreed that New Year's Eve library hours will be 1-3:00 pm.

**Old Business:**

The town still has not installed the book return box in Hopkinton Village.

Elaine and Donna have been forming plans for the HTL 20<sup>th</sup> anniversary celebration.

The meeting adjourned at 8:02.

NEXT MEETING: November 20, 2017

Respectively submitted,

Emilie Christie Burack  
Secretary