

Hopkinton Town Library
Board of Trustees Meeting, December 19, 2017

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

Elaine called the meeting to order at 7:07pm.

Secretary's Report: Peter moved to approve the November minutes with one spelling correction. This was seconded by Nancy and passed unanimously.

Treasurer's Report: John presented the Treasurer's Report. The library is on track with its budgeted expenditures. New shelving was purchased. John noted that the library received \$1,649 in gifts this year. The trustees formally accept these gifts. There were no other remarkable financial matters. All current financial information is attached to these minutes.

Director's Report:

Donna has arranged for the staff to train with the police and fire departments regarding emergency procedures, and will revise the library's emergency plan as needed. Programs have been well attended. The Hopkinton Reads committee will meet in January to discuss possibly making changes to the program. Donna updated the trustees on various building repair items. The sleigh is on display in the lobby to collect donations for the Hopkinton Food Pantry. These and other items are included in the report attached to these minutes.

New Business:

Donna is working on the summary for the town report. The group discussed what should be included.

Old Business

There are no updates regarding the 20th anniversary celebration.

The meeting adjourned at 7:48.

NEXT MEETING: January 23, 2018

Respectfully submitted,

Emilie Christie Burack
Secretary