

Hopkinton Town Library
Board of Trustees Meeting, May 15, 2018

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

Elaine called the meeting to order at 7:08pm.

Secretary's Report: Nancy moved to approve the March minutes. This was seconded by John and passed unanimously.

Treasurer's Report: John presented the Treasurer's Report. As of 4/30/18 the library has used 33.3% of its funds. There were no remarkable financial matters. All current financial information is attached to these minutes.

Donna proposed establishing a petty cash fund to cover minor items such as postage on ILL books. Nancy made a motion to establish a petty cash fund with \$50. Peter seconded this, and it passed by a unanimous vote.

Director's Report:

Detailed information is included in Donna's report, which is attached to these minutes. Among other matters, Donna discussed Reference Librarian Karen Dixon's success in establishing and promoting a "Technology Help Desk" at the library. The AARP tax preparation program served over 300 residents and the gardening program had a capacity crowd of 75. There are many upcoming programs scheduled through the fall, including a Constitution Day Celebration on September 18 from 10 am - 8 pm that will include continuous readings of the US Constitution by visiting readers.

Energy Conservation

Lighting:

Donna continues to look at ways to improve the energy efficiency of the library. Irish Electric made a bid of \$7,900 to complete the work they began over the winter of retrofitting all of the recessed lights and the bathroom lights with energy efficient fixtures. This bid includes an incentive offer from Eversource of a \$3,655 rebate, which brings the cost down to \$4,245. The board discussed the quote. Peter made a motion to accept the bid. John seconded the motion, and the motion passed by a unanimous vote.

Insulation:

Donna met with the library's HVAC company (ENE Systems of NH) to evaluate the adequacy of the library's insulation. ENE discovered areas where the insulation is insufficient. Donna will order an infrared study, which will be completed in the fall when the weather gets cold again, to detect the location of trouble spots. She will get

quotes from several insulation companies for any needed repair and/or replacement, with the goal of addressing insulation issues before the coming winter.

Community

The satellite book return box purchased by the library foundation will be installed at the Town Hall in the next several weeks.

The meeting adjourned at 7:57 pm.

NEXT MEETING: June 12, 2018

PLEASE NOTE CHANGE:

The September, October, November, and December library trustee meetings will be held on the 3rd Wednesday of the month.

Respectfully submitted,

Emilie Christie Burack
Secretary