

**Hopkinton Town Library
Board of Trustees Meeting, July 12, 2018**

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

Elaine called the meeting to order at 7:04 p.m.

Secretary's Report: Peter moved to approve the June minutes. This was seconded by Nancy, and passed unanimously.

Treasurer's Report: John presented the Treasurer's Report. The total amount of deposits was \$365.81. The interest on the Money Market account was \$13.84. Donna noted that 50% of the expenditures had been accrued for the year, with 50% of the year remaining.

Director's Report: Detailed information is included in Donna's report, which is attached to these minutes.

Donna informed the Board that she and Karen, the Reference Librarian, were still reviewing and comparing various enhancements to the online library services. Other budget items were also being reviewed: per usual, Donna asked the HVAC, sprinkler system and computer service providers for input on anticipated capital and/or budget needs.

The library summer reading program was in full swing, and a Red Cross Blood Drive was scheduled for Monday, July 16th.

Irish Electric had retrofitted most of the lights, and expected to complete the job by the end of the summer. Donna met with a representative from EEI to discuss the attic insulation; she noted that she also planned to meet with a representative from Energy Improvements. Finally, Donna was in the process of reviewing the "physical plant," and noted that the tiles in one of the bathrooms were in particularly poor shape. Donna invited the Trustees to do their own "walk about" to determine other possible upgrades to the library.

The conclusion of the Director's Report included an update about community relations.

New Business: Donna informed the Board of a donation of a granite bench in honor of longtime library user Joseph French, by his wife Betty.

Old Business: Donna reiterated some of the plans for the 20th anniversary celebration.

There being no further business, the meeting adjourned at 7:45 pm.

NEXT MEETING: September 19, 2018

Respectfully submitted,

Elaine Loft, President