

Hopkinton Town Library

Emergency Meeting of the Board of Trustees August 5, 2018

Attendees: Elaine Loft (President), Pete Gagnon (Library Foundation Representative), Nancy Skarmeas (Corresponding Secretary), Emilie Burack (Secretary), Donna Dunlop (Library Director), Neal Cass, (Town Manager), Tim Crowley (claims adjustor for Primex)

Absent: John Greabe (Treasurer)

Lightning struck the library on the afternoon of August 3. The trustees gathered on the library porch to discuss steps for getting the building repaired and back in operation.

The meeting included Tim Crowley of Worley Claims, who works as a claims adjustor for Primex (the town's insurer). Tim gave the group a broad overview of how the building loss will be assessed. He began his assessing process directly following the meeting. Tim requested that he have one official contact from the library. The group agreed that this should be library director Donna. Tim will relay information and updates to Donna, and Donna will share them with the Trustees and Town Manager Neal Cass.

The library is fully insured, with a \$1,000 deductible.

Servpro has been on site since an hour after the fire was put out. They have been working steadily to clean out debris and damaged materials, suck water from the floors and carpet, and salvage books and other contents.

We discussed whether or not the collection is salvageable. Tim explained that smoke damage may be the biggest concern. The trustees told Tim that they need the collection to be cleaned of all odor and any possible harmful contaminants from the smoke. Tim explained that an assessor who specializes in salvaging books would be on site Monday to begin the assessment.

Communications: The group discussed how to get word out to residents regarding the library. Donna and Reference Librarian Karen Dixon will get information on the library website, the Susan Covert email list, and Concord Monitor Town Crier section (Kath Butcher). Neal will echo these announcements on the town's website and Facebook page. Donna will post signs on the front of the library asking patrons to use the book drop at the town hall and to not enter the library.

Donna has been in contact with area libraries, many of which are offering Hopkinton patrons temporary access.

Peter, Elaine, and Donna have a list of contractors to interview. Donna will get at least three proposals for the reconstruction work.

Neal confirmed that employees already scheduled to work through the end of the year will continue to be paid. There will be lots for all to do over the next few months.

Neal will arrange for a temporary office for Donna and Karen at the Slusser Center, and will see that they have computer hook up. All library data, including info on the collection, is secure as it is stored in the Cloud.

The alarm system was damaged by the water and will need to be repaired. Fire Chief Yale is aware of this. While the repairs are made, the Hopkinton Police will closely monitor the building.

People are already sending donations to help with repairs and offering to help. The trustees agreed that donations should be sent c/o the Library Foundation. Until the trustees understand the full extent of the damage and have a plan for moving ahead, they will not publically fundraise.

The trustees agreed to meet weekly on Wednesday nights at 7:00, at least through the end of August. Neal will post this on the town website so the public will know.

The Humanities Council program on the Vietnam War that was scheduled for Thursday night will be moved to the Town Hall.

The Trustees commended Donna and her staff for all their work. This is an extraordinary situation and they have met it head-on with poise, grace, and determination.

Respectfully submitted,

Emilie Christie Burack
Secretary