

## **Hopkinton Town Library**

### **Trustees Meeting**

**August 29, 2018**

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

The meeting opened at 6:00 pm in the Slusser Center.

#### Building Update:

Donna has walked through the building again with claims adjustor Tim Crowley. The damaged ceiling tiles have been removed. The insulation will be tested tomorrow for smoke damage.

Meridian, Bergeron, and DubePlus will all be bidding on the reconstruction project. North Branch is still deciding whether or not they will bid. Tim Crowley expects to do an official walk-through with these companies in two weeks.

Donna, Leigh Maynard and Karen Dixon will be meeting on Thursday with Tucker Library Interiors regarding layout and space planning.

Staff remains very busy with inventory sorting and there has been steady traffic at the satellite library in the Slusser Center. Residents continue to stop by to pick up and drop off books and to get tech help.

Donna and staff continue to be asked about lightning protection. Nancy has put together a memo on this subject that explains building code, etc. that Donna can post on the library website.

Donna is putting together a memo for residents that explains the roles of the Hopkinton Library and Trustees, the Hopkinton Library Foundation, and the Friends of the Library.

The group discussed at length the importance of determining the adequacy of the building's insulation. It was agreed that this matter must be addressed by the contractor during the reconstruction and before the ceiling tiles are replaced.

The group toured the building. The main section of the building is now empty of furniture, carpet, and ceiling tiles. It still has a smoky aroma, but that is much diminished.

Next meeting:

9/5 at 6:00 pm

Respectfully submitted,

Emilie Christie Burack, Secretary