

**Hopkinton Town Library  
Trustees Meeting  
September 11, 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 7:00 pm in the Slusser Center.

**Secretary's Report:**

Nancy made a motion to accept the minutes for 8/22 and 8/29. Peter seconded the motion. The motion for the 8/22 minutes passed unanimously. John was not at the 8/29 meeting, so he abstained from voting on those minutes.

**Building Reconstruction Update:**

Donna and John accompanied Tim Crowley and representatives from Meridian, Bergeron, and DubePlus for a tour of the job site. These firms will submit bids by September 21. The trustees will review the bids at the 9/25 meeting.

Donna has not heard back on whether the computers and insulation are salvageable.

Karen and Donna visited ServPro's warehouse in Bow to see how they are cleaning and storing books and furniture. Donna will return on Thursday to determine whether upholstered furniture has been cleaned to our standards or needs to be replaced.

Staff are compiling a list of suggestions to improve the work spaces in the library. These are due to Donna on 9/14. Donna will send the trustees a list of libraries to visit to get ideas for improving layout and flow.

The satellite library is open in the Slusser Center Tuesday-Friday from 10-4:30. Staff are spending their work hours taking care of visitors, processing books, and compiling and typing lists. Leigh Maynard continues to hold story time in the Slusser center. She had a tent at the farmer's market on 9/8 and had 43 visitors. 20 children stopped in to do a craft.

Patrons continue to ask about the cupola and lightning protection.

The group decided to meet every other Tuesday at 7:00 pm unless it is determined a meeting is not needed. The next meeting will be on 9/25.

The meeting adjourned at 7:59 pm.

Respectfully submitted,

Emilie Christie Burack, Secretary