

**Hopkinton Town Library
Trustees Meeting
October 9, 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 Reconstruction Update:

The group reviewed bids from Meridian, Bergeron, and DubePlus. North Branch decided not to submit a bid.

The Meridian bid did not include line items--Donna will request these. She will also request references from all bidders. After this information is received and reviewed, the trustees will set up interviews.

Donna will talk to SMP architects regarding possible redesign (for better energy efficiency) of the cupola. The thought is to create a highly insulated false ceiling.

Donna gave the trustees a preliminary 2019 budget to review. The budget will be flat, with the exception of an increase in fuel cost, per the town's negotiated contract.

Donna will be meeting with the CIP committee with respect to work on the front of the building and acquiring a generator for the library; two items discussed earlier in the year. The trustees are in favor of a generator if it is purchased by the town, possibly in conjunction with installing a generator for the Slusser Center.

Donna's report is attached to these minutes.

The meeting adjourned at 8:45 pm.

Respectfully submitted,

Emilie Christie Burack, Secretary