

Hopkinton Town Library—Library Board of Trustees
Meeting Minutes—12/6/18, 6:30pm

Attendees: Nancy Skarmear; John Greabe; Peter Gagnon; Elaine Loft; Donna Dunlop, Library Director; Jason LaCombe, SMP

Building Update:

- HVAC system has been restored and fuel usage stabilized. Still using more than typical amount of fuel for December, but this will not be resolved until the cupola is replaced and sealed up.
- Scaffolding for cupola should be up Friday
- Dry wall work is progressing and should be complete soon.

SMP Architecture:

- Discussed proposed role of SMP with Jason LaCombe. He will be used for “betterment” projects including the deigned ceiling, the half wall in children’s area, the study rooms, and potentially the storage area, and coming up with a unified general interior designconsisting of a set of visual design images (collected from online sources by Jason) put together to help us come to agreement on a an overall big-picture aesthetic for the interior finishes. Jason estimates a half-day’s work billed for this.
- SMP will bill monthly with a 50% in-kind discount (ex: bill 10 hrs, donate 5 hrs)
- Jason provided a rough sketch of a possibly ceiling design for under the cupola.

Tucker Library Interiors:

- Tucker’s proposal totals \$119,356; \$35, 120 should be covered by insurance; \$84,236 not covered.
- Donna will go over the list to identify items that might be put on a Named Gift list, those that might be put off, those that might be too expensive
- Tucker predicts a 14-16 week lead time for completion of the Circulation Desk; Jason mentioned the possibility of having a local builder make the circulation desk in a shorter time frame and possibly partial donation. Elaine will initiate contact.
- Donna spoke about the commitment to working with Tucker. They have already put in extensive time at no cost. For now we will only consider that one alternative builder for the circulation desk.

Named Gift Opportunities:

- We will work to produce a list of nameable items and look for donors who might be interested.
- One donor has already approached the foundation and would like to make a gift in the 20-25,000 range. The glassed-in study rooms have been identified as a good possible fir for this donor.

Glass Study Rooms:

- Ideas were discussed for the study rooms. Bergeron has indicated that they are open to options for design. They have made suggestions for a pre-fab option
- Jason also talked about coming up with options that would fit the character of the library building

Fire Alarms System:

- After Hampshire Fire failed to correctly activate the fire alarm after the lightning strike (which was only discovered this week) and after consulting with Jeff Yale of the fire department, Donna switched fire alarm monitoring to ESP.
- Hampshire is still responsible for HTL’s sprinkler system, but Donna has asked another firm for a quote on taking over this responsibility.

Meeting adjourned at 8:20 pm

Next meeting is Wednesday, December 19 at 6:30

Nancy Skarmear