

Hopkinton Town Library

**Trustees Meeting  
July 23, 2019**

Attendees: Elaine Loft (President), Emilie Burack (Secretary), John Greabe (Treasurer), Donna Dunlop (Library Director),

Absent: Pete Gagnon (Library Foundation Representative), Nancy Skarmeas (Corresponding Secretary)

Elaine opened the meeting at 7:00.

**Secretary's Report**

John made a motion to approve the June minutes. Elaine seconded the motion. The motion passed.

**Treasurer's Report:**

The financials for July are attached to these minutes. A payment of \$7,349.34 was made from the Tarr Trust. There were no other remarkable issues to report.

**Building:**

Donna updated the trustees on the status of the building reconstruction project. The majority of bills have been paid. She shared a chart (included with these minutes) showing payments made by Primex, private donations, and other funds. John moved that we use \$9,232.26 of donated funds (Phoenix Fund) to pay outstanding shelving and lighting bills. Elaine seconded the motion and the motion passed unanimously.

Donna and Karen Dixon are taking an inventory of books destroyed or damaged by the fire to be given to Primex. It is expected that Bergeron will complete work on the north end of the building in August.

The café has posed some challenges. Elaine offered to donate a box to secure to the wall to hold payments for hot drinks. Donna is working on guidelines.

**Director's Report items discussed (full report attached to minutes):**

- The summer reading program has 124 participants and 12 teen volunteers. It competes with other rec and art programs in the area but is still enthusiastically attended.
- Chrome books, a tablet, and ipod-minis have been purchased from C.I.P. and Library Foundation funds for patron use within the library. Karen Dixon is creating guidelines for their use.
- Shades have been purchased for new study rooms and for behind the director and children's librarian's desks.
- Many programs are on deck for the summer and fall (see report).
- Prompted by a recent incident, the trustees and director agreed to arrange for staff training so that the library, as a place of public accommodation, can achieve its goal of being broadly inclusive and welcoming of patrons with disabilities.

**New Business:**

The board discussed possible future conversion of the underutilized north porch to a storage area. Donna will speak with architect Jason LaCombe and come to the September meeting with an update.

The board will review library policies and long-range plans at the September meeting.

Elaine adjourned the meeting at 8:04 pm.

Respectfully submitted, Emilie Christie Burack, Secretary

**NEXT MEETING: 9/10/19 at 7:00pm.**