

**Hopkinton Town Library  
Trustees Meeting  
September 10, 2019**

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

Elaine opened the meeting at 7:05 in the Library Community Room.

**Secretary's Report**

Nancy made a motion to approve the July minutes. John seconded the motion. The motion passed.

**Treasurer's Report**

John reviewed the financials. 59.6% of the budget to date has been used. There were no other remarkable issues to report. The financials through August are attached to these minutes.

**Director's Report**

- Building: Shades were installed in the new study rooms, the director's office, and behind the children's librarian's desk. Donna is getting quotes for shades for the Community Room. We are still waiting on Irish Electric to install the ceiling cloud lights. Jason Lacombe drew a plan to convert the little-used screened porch off the Library Director's office into storage space. Donna is gathering quotes to be shared at a future meeting. Judy Dibble is still interested in painting a mural for the children's area.
- Staff: Long-time reference librarian Charlotte DeBell retired at the end of August. Her service is greatly appreciated and she will be missed. The board will send her a card of thanks for her service. Donna does not plan to replace the position until the end of the year.
- 2020 Budget: Donna is working on this. It is due later this week.
- CIP Budget: Due to Town Manager by 10-11. The building will soon need to be re-stained. Donna is getting quotes so she can include this in her planning.
- Programs: Attendance at the children's summer program is trending down due to a rise in competing local programs. Leigh Maynard is reaching out to these other organizations to see if they would like to partner with the library to add a literacy component to their programs.

NOTE: Full report attached to these minutes.

**NEW BUSINESS**

- Teens in library: Donna reported that two teens have been caught several times vaping in the library. They have been repeatably told that this is against library policy. Donna contacted the parents and the Hopkinton Police. The trustees asked that the teens be banned from the premises if the behavior continues.
- Staff safety: Donna mentioned staff safety concerns and the trustees asked her to get quotes on installing an emergency alert button at the reference desk. There was also discussion about how we might better secure the building from break-ins. Donna will come back to the trustees at the next meeting with options for purchasing an alarm system and/or cameras.

**OLD BUSINESS**

- Inclusivity Program: Prompted by a recent incident, Donna and staff will be working with NH Family Voices and the school district on an inclusivity initiative.
- Café: Continues to pose challenges for staff. Elaine is working on getting a box to secure to the wall to hold payments for hot drinks. Donna is still working on guidelines.
- The board will review library policies and long-range plans at the October meeting.

Elaine adjourned the meeting at 8:09 pm.

Respectfully submitted,

Emilie Christie Burack,  
Secretary

**NEXT MEETING: 10/15/19 at 6:30 pm.**