

Hopkinton Town Library
Board of Trustees Meeting, October 15, 2019

Attendees: Elaine Loft (President), John Greabe (Treasurer), Peter Gagnon (Library Foundation Representative), Nancy Skarmeas (Corresponding Secretary), and Donna Dunlop (Library Director).

Absent: Emilie Burrack (Secretary)

Elaine called the meeting to order at 7:05 p.m.

Secretary's Report: Nancy moved to approve the September 17, 2019 minutes. The motion was seconded by Peter, and passed unanimously.

Treasurer's Report: John presented the Treasurer's Report. The interest on the Money Market account was \$11.82. The Revenue Generating Fund had accrued \$641.36 in the month of September, with the greatest amount (\$300.00) coming from non-resident library memberships.

Director's Report: Detailed information is included in Donna's report, which is attached to these minutes.

New Business:

The Board engaged in a line-by-line review of the 2020 budget in preparation for the upcoming presentation to the Budget Committee at Town Hall.

Nancy Skarmeas reviewed what she had learned at the Right-to-Know session she had attended on behalf of the library. Further discussion on this topic was added to the November 2019 meeting agenda.

Donna reminded the Board that the Friends of the Hopkinton Town Library would be meeting on Tuesday, October 22nd.

Old Business:

The Trustees reviewed terms of office and agreed to put forth names of possible new trustees at the next meeting.

Donna updated the Board about a partnership with NH Family Voices, who works with people with disabilities and their families. There was a family focus group at the library on October 3rd, and planning was underway for a staff development session on November 18th. Also under discussion were the possibility of community programs, working with the school district, building a collection of materials for loan on related subjects and creating a series of sensory programs for kids and families with sensory appropriate toys/tools/games.

Donna presented three estimates for the renovation of the porch into storage space, based on plans developed by Jason LaCombe of SMP Architects. The Board instructed her to clarify that the lowest bid was accurate.

The Board reviewed the Behavior Policy, which was last updated in November of 2016. Nancy Skarmeas offered to present possible language edits to the Board at the November 19th meeting.

There being no further business, the meeting adjourned at 8:03 pm.

NEXT MEETING: November 19, 2019

Respectfully submitted,

Elaine Loft, President