

Hopkinton Town Library
Trustees Meeting
December 19, 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 6:36 pm.

SECRETARY'S REPORT

Nancy made a motion to approve the November minutes as presented. Pete seconded the motion. The motion passed.

TREASURER'S REPORT

John reviewed the financials through November which are attached to these minutes. A final payment of \$2,830 was made for post-fire shelving. There were no other remarkable issues.

DIRECTOR'S REPORT Full report attached to these minutes. Highlights below:

- Final post-fire payments are being reconciled between Primex and Bergeron.
- Air handling fan failed. Estimate of \$2,250 to repair. Should be fixed by year's end.
- The town is having difficulty hiring someone to shovel walkways. Donna will speak to Neil about how this can be resolved. The board agreed this is the town's responsibility and library employees should not be asked to shovel.

NEW BUSINESS

- Town Report: Donna has started work on this. She will highlight impact of post-fire building improvements
- Library Foundation: Peter and Donna reported on the last meeting. Jay Mullins has been hired as the new investment advisor.
- Emilie reported on recommendation from NHLTA meeting regarding Library Director-Trustee relationships. NHLTA suggests: LD job description with measurable goals, annual review of board by LD, and annual review by board of Library Personnel Policy.

OLD BUSINESS

- Painting: Donna received bids from local painters for two coats of stain. She will wait until the town finalizes the CIP budget before proceeding.

JANUARY MEETING

- "Good practices" rules: Emilie to review the town's rules and draft a set for the library for trustees to review.
- Internet Use Policy: John to review library's current policy. Donna will bring current examples from the ALA, other libraries, and local schools.
- Personnel Policy: Donna will bring job descriptions for herself and staff along with current policy.

Elaine adjourned the meeting at 7:38 pm.

Respectfully submitted,

Emilie Christie Burack, Secretary

NEXT MEETING: 1/21/20 at 6:30 pm.