Hopkinton Town Library
Trustees Meeting
January 21, 2020

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 6:35 pm.

SECRETARY’S REPORT
John made a motion to approve the December minutes as presented. Pete seconded the motion. The motion passed unanimously.

TREASURER’S REPORT
John reviewed the financials through December which are attached to these minutes. There were no other remarkable issues.

DIRECTOR’S REPORT Full report attached to these minutes. Highlights below:
• Annual review of staff is in progress. Job descriptions are being reviewed.
• Final post-fire payments by Primex are nearly complete.
• Inclusivity Program: The library continues partnership work with NH Family Voices. It is establishing family advisory committee and offering link to NHFV’s catalog of resources.

NEW BUSINESS
• Emilie presented “Best Practices” policy for HTL’s compliance with RSA Chapter 91-A. John made a motion to adopt the policy as amended. This was seconded by Pete and passed unanimously. Emilie will email final copy to Donna.
• Donna is updating the Library’s Procedural Manual, Policy Manual, and Job Descriptions. She will send drafts to board to be reviewed at the February meeting.
• A request was made by a resident to hold a fundraiser at the library. The event would include alcohol. The board denied the request because it is not consistent with library policy.
• There was discussion about the best time for monthly board meetings. It was decided that the February and March meetings will be at 7:00 pm. Subsequent meeting times will be established by the board following March elections.
• The group reviewed the library’s Public Internet Access and Use Policy dated 8/22/19 and agreed to some changes. Nancy made a motion to adopt the new policy as amended. John seconded the motion and it passed unanimously. Acceptance of this policy will be required at login for Wi-Fi and all library devices and. The policy will be posted near the computers and posted on the library website.

Elaine adjourned the meeting at 8:06 pm.

Respectfully submitted,

Emilie Christie Burack,
Secretary

NEXT MEETING: 2/18/20 at 7:00 pm.