

Hopkinton Town Library
Trustees Meeting
February 18, 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 7:06 pm.

SECRETARY'S REPORT

John made a motion to accept the January minutes as presented. Pete seconded the motion. The motion passed unanimously.

TREASURER'S REPORT

John reviewed the financials through January which are attached to these minutes. The library received a generous gift of \$1,100 and memorial gifts of \$640. There were no other remarkable issues.

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

- Donna is gathering financial information in preparation of the upcoming annual audit.
- On March 7 the library will be co-sponsoring with the Hopkinton School Family Partnership a "Youth Mental Health First Aid" program.

NEW BUSINESS

- The board discussed the Board of Trustees By-Laws adopted in 2014. Elaine will review these and present proposed updates/changes at the March meeting.
- The board discussed the Reference Policy adopted in 2005. Donna and Reference Librarian Karen Dixon will review the policy and present proposed updates/changes at the March meeting.
- The Library Foundation board has suggested there be a joint gathering of the Foundation and Library boards. The trustees agreed this would be a beneficial to both organizations. Elaine will follow up with the Foundation chair and establish a date.

Elaine adjourned the meeting at 7:57 pm.

Respectfully submitted,

Emilie Christie Burack,
Secretary

NEXT MEETING: 3/17/20 at 7:00 pm.