

Hopkinton Town Library  
Trustees Meeting  
March 16, 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 6:07 pm.

**SECRETARY'S REPORT**

Peter made a motion to accept the February minutes as presented. Nancy seconded the motion. The motion passed unanimously.

**TREASURER'S REPORT**

John reviewed the financials through February which are attached to these minutes. There was no significant activity.

**COVID-19 PREPAREDNESS**

- The board agreed to close the building until further notice.
- Staff are in no way obligated to come to work if they prefer to remain at home.
- Town Meeting has been delayed until May, at which time newly elected board members will be officially sworn in. Outgoing board members Emilie and Elaine agreed to continue to serve until that time.
- Donna and staff are creating a system to get books requested via the online catalog to residents. Ideas include leaving books for pick-up in the library vestibule and/or doorstep delivery to those who cannot leave their homes.
- The group discussed how to best sanitize returned books. Donna is following recommendations found in a recent article from the *New England Journal of Medicine*.
- Donna will get word out to residents about these changes via email, Friends of the Library, the library & town websites, and other local list serves.

**OLD BUSINESS**

- The library's annual audit has been completed.
- Proposed updates for the reference policy and Board of Trustees By-Laws will be taken up at a future meeting.
- A joint gathering with the Library Foundation board has been postponed indefinitely.

Elaine adjourned the meeting at 6:35 pm.

Respectfully submitted,

Emilie Christie Burack,  
Secretary

**NEXT MEETING: 4/21/20 at 7:00 pm.**