

Hopkinton Town Library
Trustees Meeting
June 24, 2020

Attendees: Nancy Skarmeas (Chair), Sarah Chiapetta, Peter Gagnon (Library Foundation Representative), John Greabe (Treasurer) via phone, Jason LaCombe, Donna Dunlop (Library Director)

Meeting was held in the Library Community Room, with proper social distancing maintained.
Nancy opened the meeting at 7:00 pm

Brief introductions were done for the new board members.

Nancy started with discussing open positions on the board, Donna noted that all board members have a role. Jason was selected as secretary. Sarah was selected as corresponding secretary.

SECRETARY'S REPORT

Minutes from the May 19, 2020 meeting were reviewed and approved by Trustees who were present (Gagnon, Greabe, LaCombe and Skarmeas).

TREASURER'S REPORT

The report was reviewed by the board. John noted there were only a few minor transactions and we are on budget.

DIRECTOR'S REPORT

Donna reported that the staff has returned to work and noted how encouraged she was by their positive attitude and creative thinking in safely meeting the needs of the patrons. Staff has been provided with face shields and the plexiglass screens at the desks are installed. Curbside pick-up is going very well. **See director's report attached.**

NEW BUSINESS

The board reviewed the re-opening plan with a focus on phase 8 and 9; planning for patrons to return to the building. **See attached for re-opening plan.**

In preparation for patrons to return to the building Donna has received proposals from ENE for options on upgrades to the building air filters and installation of UV-C lighting in the air ducts. The board is moving towards option b, replacing the air filters with MERV 15 filters. The board asked Donna to contact ENE to verify the replacement timeframe for these filters and to also revise this proposal to include rebalancing the air distribution in the building after the filters are replaced.

OLD BUSINESS

Bylaws for the library board will be emailed to the board following this meeting and reviewed at next month's meeting. A draft Emergency Plan will also be reviewed at that time.

Donna reminded the board that meetings are officially moved to the 4th Wednesday of the month. Nancy adjourned the meeting at 8:55 pm.

Respectfully submitted,
Jason LaCombe, Secretary

NEXT MEETING: 7/22/20 at 7:00 pm.