

Hopkinton Town Library  
Trustees Meeting  
July 22, 2020—**DRAFT minutes**

Attendees: Nancy Skarmeas (Chair), Sarah Chiappetta (corresponding secretary), Peter Gagnon (Library Foundation Representative), John Greabe (Treasurer), Jason LaCombe (secretary), Donna Dunlop (Library Director)

Meeting was held in the Library Community Room, with proper social distancing maintained. Nancy opened the meeting at 7:04 pm

### **SECRETARY'S REPORT**

The minutes were reviewed and approved with one correction. There was no meeting in April, therefore there are no minutes to review as was noted in the Secretary's report.

### **TREASURER'S REPORT**

The report was reviewed by the board. John noted there were only a few minor transactions including the receipt of \$7,792.91 from the Tarr Trust Fund and we are on budget.

### **DIRECTOR'S REPORT**

Donna reported that the staff has returned to work and morale is very high. They have adjusted hours for curbside pick-up which continues to do very well. The Summer Reading Program is still running (virtually) and has been going very well with more than 86 kids registered for the second session. The Susan B. Anthony program is still scheduled for 9/20 but will be done via Zoom.

**See director's report attached.**

### **NEW BUSINESS**

The board discussed the emails correspondence from ENE regarding filter replacement. After much discussion the Board agreed the prudent course of action is to replace the filters with MERV 13, increase ventilation rate (the amount of fresh air brought into the building). Donna will reach out to ENE and confirm the cost of this and the schedule for when it can be done.

Donna discussed the correspondence she has had with Arnold Coda regarding his questions on the library warrant articles. It was agreed the response was excellent in addressing the concerns but didn't need to be published to a wider audience. Nancy and Donna will be available Friday for the next Zoom town meeting to address any further concerns on these items.

The Friends group has historically purchased the museum passes for the Library, a very popular item with patrons. The Friends Group has informed Donna they will not be able to do this next year due to lack of funding. The Board will review alternate means for providing this service at a future meeting.

The Board will be sending a small "thank-you" gift to Emilie and Elaine for their years of service. Nancy will coordinate this.

### **OLD BUSINESS**

Bylaws for the library board were reviewed and approved with one modification; the board wishes to use the term "select board" rather than "selectmen". Donna will make this change wherever it may occur in the document.

The re-opening plan continues to evolve. The Board reviewed a few specific items Donna has updated and requested clarification on. It was agreed to require masks be worn by any patron entering the library over the age of 5. It was also agreed to limit the numbers of patrons in the building at one time to 10, and use a reservation system. Donna noted that our size library has the ability to be flexible in this system to ensure it is a positive and comfortable experience for both the patrons and staff. The board agreed this was appropriate and could be used at her discretion.

Donna reminded the Board there is no regularly scheduled meeting in August.

Nancy adjourned the meeting at 8:25 pm.

Respectfully submitted,  
Jason LaCombe, Secretary

**NEXT MEETING: 9/23/20 at 7:00 pm.**