

Hopkinton Town Library
Trustees Meeting
June 21, 2021

Attendees: Nancy Skarmeas (Chair), James O'Rourke (Treasurer), Amy Stone (Foundation Liaison),
Donna Dunlop (Library Director), Jason LaCombe (Secretary)

Missing: Sarah Chiappetta (corresponding secretary)

Meeting was held in person at the library. Nancy opened the meeting at 7:03 pm

SECRETARY'S REPORT

The minutes of the May meeting were reviewed.

Motion to accept; Nancy – Second; Amy – Vote; Unanimous.

TREASURER'S REPORT

The Treasurer's report was reviewed by the Board. There has been minimal activity in the account though a \$300 gift was received last month. Donna did report the book sale will be coming back at some point. She is currently planning a few "pop -up" sales at various times or events to minimize the crowds.

Motion to accept report; Jason – Second; Nancy – Vote; Unanimous.

DIRECTOR'S REPORT

Curbside pick-up is starting to slow a bit as more people are coming into the building. Donna noted there were 47 patrons through the building in 3 hours last Saturday. It is encouraging to see activity in the building again!

Staff will begin meeting in person once again for the regular staff meetings.

Donna had ENE come in and look at the ventilation for the study rooms. They confirmed there is sufficient air exchange in the rooms to allow patrons to begin using them as well as the community room. These will begin to re-open soon as the inquiries for use have picked up significantly. It was agreed that the library will refer groups to following the CDC guidelines on masks and distancing but will not be policing groups using the community room.

The Summer intern has started and will be working with Donna through August.

Donna has submitted for the ARPA grant to cover the cost of Hoopla. No word yet, though she believes we will receive the grant.

Leigh did a session at the Farmers Market to promote the summer reading program. She also had a small "pop up" book sale which was very successful. Nancy and Fiona volunteered to do another Saturday session. Donna is also going to encourage the Friends group to be regular attendees to promote library programs and support the Farmers Market.

See director's report attached.

FACILITIES

The group reviewed 6 capital improvement projects (see directors report for descriptions):

- 1- Porches: Screens on the north porch were removed, and it looks much better. This will remain as is for the summer.
- 2- Generator: Donna seeking a quote.
- 3- Air conditioning: ENE will update cost to replace for each unit.
- 4- Outdoor Seating area: Jason and Donna met with Eric Buck who will assist in developing a concept for this project.
- 5- Building security: Donna is getting updated quotes.

- 6- Windows: Jason and Donna met with Peter from Millwork masters who provided a quote for complete replacement of the windows. Donna will reach out and get a break out price for just the windows in the community room.

Donna is working towards having a tent in place by June for story time, Summer Reading Program and potentially community use. Donna has discussed setting up the tent with Jeff Yale, Fire Chief, who has agreed to allow Todd Olkonen to set it up. Todd will be on site tomorrow to do this.

POLICIES

The privacy policy was reviewed. Donna noted the new software package does have the ability to retain a log of past items checked out, a direct conflict to the current policy. After much discussion on the importance or protecting the privacy of our patrons it was agreed that the library would now start retaining the log of borrowed items, but only disclose it to the patron themselves upon request. Donna will update the policy language for final review at our next meeting.

NEW BUSINESS

Jim, Jason, and Amy recently completed Trustee orientation through the NHLTA. There were a few points brought up from that orientation:

- 1- email protocol for the trustees. We were reminded that email discussion among the trustees, regarding library business, is not acceptable and may be subject to the right-to-know law. Email between single trustee and Donna is acceptable. Also, if Donna sends out an email to all trustees then "reply all" should not be used. If there is a time email is used then it was agreed the email would be printed and attached to the next Trustee minutes as a matter of officially recording the discussion.
- 2- Jason asked about a job description for Donna. She confirmed there was a job description from when she was hired, but it has not been updated since. Donna will pull it out for a review and potential update.

Nancy adjourned the meeting at 8:42 pm.

Respectfully submitted,
Jason LaCombe, Secretary

NEXT MEETING: 7/28/21 at 7:00 pm. In the Community Room.