

Hopkinton Town Library  
Trustees Meeting  
November 16, 2021

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

Missing: Sarah Chiappetta (corresponding secretary)

Meeting was held in person at the library. Nancy opened the meeting at 7:09 pm

### **SECRETARY'S REPORT**

The minutes of the October meeting were reviewed. There were 3 minor grammatical corrections noted.  
Motion to accept: Jim / Second: Nancy / Abstention: Jason / Vote: Unanimous.

### **TREASURER'S REPORT**

The Treasurer's report was reviewed by the Board. The budget is on track for the year. Next years budget has been presented to the Selectboard. There is concern of the increases in a few line items such as utilities and maintenance. The board discussed keeping the preventative maintenance agreement in the budget. It was agreed the PM agreement would stay in, but the overall maintenance line item would be reduced, with the difference coming from the revenue generating fund.

The switch from TD to Merrimack is still in progress.

Motion to accept report- Nancy / Second- Jim / Abstention - none / Vote- Unanimous.

### **DIRECTOR'S REPORT**

Donna reported that she has found a potential candidate to replace Catherine who is moving soon. Circulation remains high in most areas. AV and Juvenile section are down since the library has stopped doing book bundles for the kids.

Sunday hours have been added back in this month.

Mask wearing in the building was discussed due to an uptick in cases in town. It was agreed that the library will follow the town guidelines and reinstate mask wearing in the building.

**See director's report attached.**

### **FACILITIES**

- 1- Generator: Moving ahead but waiting on quotes for upgrades to the propane tank.
- 2- Outdoor Seating area: The ARPA grant to cover the design cost from Terrain Planning was not approved. Donna and Jason to talk with Eric about other ways to reduce the upfront cost to get this moving ahead.

### **POLICIES**

The unattended Child policy was discussed with some revisions needing to be made.

### **NEW BUSINESS**

None discussed

Motion to Adjourn – Jason / Second- Amy / Vote - unanimous  
Nancy adjourned the meeting at 8:24 pm.

Respectfully submitted,  
Jason LaCombe, Secretary

**NEXT MEETING: No meeting in December.**