

Hopkinton Town Library
Trustees Meeting
April 12, 2022—**DRAFT minutes**

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

Meeting was held in person at the library. Nancy opened the meeting at 7:04 pm

SECRETARY'S REPORT

The minutes of the March meeting were reviewed. Motion to accept: Sarah / Second: Jim / Vote: Unanimous.

TREASURER'S REPORT

The Treasurer's report was reviewed by the Board. The budget is on track. Donna noted that money made from copies is up because of tax season. We have 75% of the year left and library has used 22.65% of the budget, so we are in good shape. Motion to accept: Jason / Second: Amy / Vote: Unanimous.

DIRECTOR'S REPORT

As noted above, the library is in good shape on the budget. The circulation numbers were up in March and eBooks are about the same. Movie circulation is also up. Story time is going very well and is also well attended. The adult programs have great attendance numbers and are ahead in attendance numbers from last year. Also library visits are up and more people are visiting the library.

Last week was National Library week, and the library has been giving away seeds which has been very popular. During National Library week a survey was conducted with library patrons and online. In the survey responses 19 of 114 people answered they would like more library hours. People also answered they would like more copies of popular books. Donna noted that if there are more than 3 holds on a popular title the library will buy another copy. To buy more copies of every popular title would be very expensive. On the whole the library received very positive comments.

The poetry and scrapbooking series have been going well. Series usually are attended by less people, but that is to be expected.

Friends of the Library met two weeks ago. They have voted to not do the book sale this year. Instead Donna has volunteered to run the book sale herself this summer. Discussed book sale in greater detail. The Friends of the Library will continue to fund the plants at the front of the library. Discussed summer reading program and staffing.

See director's report attached.

Jim and Nancy signed revenue generating check for the town.

Sarah Chiappetta will become secretary going forward and Jason will become corresponding secretary.

POLICIES

Gift letters will now include tax documents written by Donna. These will be included with all gifts regardless of amount.

Pavilion Update

Discussed roof design. Jason will be donating his time to help design the pavilion. Also discussed pavilion estimates.

Nancy adjourned the meeting at 8:27 pm.

Submitted: Sarah Chiappetta, Meeting Secretary

NEXT MEETING: May 17th at 7:00 pm. In the Community Room.