

Hopkinton Town Library
Trustees Meeting
July 19, 2022—**DRAFT minutes**

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

Meeting was held in person at the library. Nancy opened the meeting at 7:05 pm

SECRETARY'S REPORT

The minutes of the June meeting were reviewed.

Motion to accept: Amy / Second: Jason / Vote: Unanimous.

TREASURER'S REPORT

The Treasurer's report was reviewed by the Board. Jim was interested in a large deposit from the Tarr fund for \$7,766.77. Donna explained that the Tarr fund was left by Ella Tarr to the town of Hopkinton for animal protection and the library and is managed by her lawyers.

Jim spoke with Steve Lux about the performance of the library's funds. They are performing like all other town's funds. It appears everything is in order.

For the revenue generating funds, the library had several non-resident cards that generated some money last month. The school used the conference room and local history room for AP tests and donated a nice gift to the library.

Motion to accept: Jason / Second: Sarah / Vote: Unanimous.

DIRECTOR'S REPORT

Donna has hired a new children's librarian named Jenny Stevens to take over for Leigh. Jenny was working in the Concord library system and had been running the summer reading program and story time in the Concord area. Jenny will also be working on an MLS online as well as working in Hopkinton.

Part time librarian Emily has moved on, and Elissa Barr will be covering her shifts for the summer. The library will be having a farewell party for Leigh on 8/12/22. Donna is researching a caterer for the party. Further discussion ensued regarding the party particulars and gift for Leigh.

The library budget is exactly on track with 50% of the year over, and 50% of the budget used. Circulation at the library is steady. Children's fiction circulation is down a bit from last year because Leigh was still doing book bundles at this time last year. Ebooks are also up 9%.

The Summer Reading Program has not been as well attended as Donna was hoping, but the children who are attending are loving the programs.

In other news, the library had an infestation of ants. Donna had pest control come to treat the problem, and hopefully that will eradicate the ants.

The library continues its community partnerships with the school district and St. Andrews Summer Art Program. The library also has a new table this month with information on reducing plastic usage.

The trustees reviewed the Interlibrary Loan (ILL) policy. Donna proposes that patrons who utilize ILL begin to help pay postage when the amount is over \$15 per month per patron to help offset costs. Trustees will finalize at the next meeting.

See director's report attached.

Checks and employment documents were signed by Nancy.

Pavilion update

Jason presented estimates for the new pavilion from Milestone Engineering and Construction. Milestone would be the general contractor in this instance. The estimate was quite a bit more than what the foundation and the trustees were prepared to pay. Jason thinks that prices will not come down by much in construction due to a potential recession on the horizon, and thinks it is more likely that construction prices will plateau. Therefore, waiting to build the pavilion will probably not bring down the high costs.

The trustees discussed the costs and fundraising to raise the funds for the pavilion. The trustees discussed just building the patio adjacent to the conference room with some sort of covering such as a pergola, fancy tarp, or some sort of roof. The trustees and Donna agreed that a covered area outside is very important and would be key to any project.

Jason was going to talk to Eric at Terrain Planning to come up with an architectural plan for a patio with a cover. Jason will also push back on Milestone to see if there's any way to cut the costs to a greater extent. Amy will communicate the cancellation of the larger project and discuss a scaled down plan for a patio to the Foundation.

Nancy adjourned the meeting at 8:19 pm. Respectfully submitted, Sarah Chiappetta, Meeting Secretary

NEXT MEETING: September 20th at 7:00 pm. In the Community Room.