

Hopkinton Town Library  
Trustees Meeting  
January 3, 2023—**DRAFT minutes**

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

Meeting was held in person at the library. The Trustees met earlier in the month to make sure they discussed the patio project in a timely manner. Nancy opened the meeting at 7:07 pm

**SECRETARY'S REPORT**

The minutes of the November meeting were reviewed.

Motion to accept: Jason / Second: Jim / Vote: Unanimous

**TREASURER'S REPORT**

Accounts are looking normal and balanced.

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

**DIRECTOR'S REPORT**

Donna will start the staff review process in January. The library continues to pay bills until the end of January but is well within the budget for the 2022 year. The circulation numbers are not in yet for the month, but the community space usage is up 70% from last year. Library visits were also up 25% from last year, and the library issued 19 new library cards in December.

The two programs in December for children were well attended. There will be a community art show opening next week, and another poetry conversation on 1/19.

Donna was approached regarding the library's interest in installing solar panels. Amy continues to research resources and public funds to potentially install panels.

The library will be selling tickets to the High School production of Frozen Jr. to help the high school.

The library continues to collect donations to the Hopkinton food pantry and the sled is quite full of non-perishable food for the town.

The trustees discussed staffing issues for the 2023 year.

**See director's report attached.**

**Patio Project**

The library foundation met in December and approved \$75,000 towards the patio. We also have two end of year gifts to the foundation for the project for an additional \$2,000.

At this point we have four bids all around \$150,000. The trustees discussed potential fundraising efforts and next steps. Amy and Jason will take charge of fundraising efforts. We would need to meet with the chosen contractor and discuss the timeline and expectations for the project. We also would like some sort of covering for the patio- perhaps a cloth covering. Jason will discuss with Eric from Terrain Planning regarding a potential covering.

Nancy adjourned the meeting at 8:35 pm. Respectfully submitted, Sarah Chiappetta, Meeting Secretary

**NEXT MEETING: Tentatively the trustees will meet at 4:30 pm on 1/31 in the Community Room.**