

Hopkinton Town Library  
Trustees Meeting  
January 31, 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 to discuss the patio project and staffing. Nancy opened the meeting at 4:39 pm

### **Staffing**

Donna has written up a draft short and long form job description for the Library Director position. Nancy has identified two community members to help with the job search, along with herself, trustee Sarah, and Reference Librarian Karen.

The trustees read and edited the short and long job description that Donna had written up for the meeting. The trustees discussed the salary for the position and decided to post the salary range with the job description. The trustees also discussed the benefits and insurance that will come with the job.

Donna will be posting the job this week.

### **Patio Project**

Jason presented the revised patio drawing to the trustees. The patio will have places where poles can be inserted that will hold heavy fabric sails. The sails will provide shade for the patio.

Jason also suggested that the walkway be redone since it is in rough shape. The job right now is estimated to cost about \$130,000.

Jason projected the project will be done late May or early June. It will hopefully be done in time for the summer reading program.

Donna said the trustees need to inform the select board about the project, since the patio will technically be on town property. Donna and Jason will attend one of the upcoming select board meetings to discuss the project.

When the contract is ready and the select board has signed off on the project all the library trustees will sign the contract.

Jason's company SMP will generously be covering the Terrain Planning fees and costs.

Donna wanted to make sure that the sails could be taken down if bad weather is predicted. Jason said that they could be removed and brought inside.

Jason discussed the lighting for the patio. There will be swivel lighting that can illuminate the sails, lighting along the lower area of the patio, and also a fixture at the entryway to the patio.

Nancy adjourned the meeting at 5:45 pm. Respectfully submitted, Sarah Chiappetta, Meeting Secretary

**NEXT MEETING: The trustees will meet at 7:00 pm on 2/21 in the Local History Room.**