

Hopkinton Town Library  
Trustees Meeting  
July 18 2023—**DRAFT minutes**

Attendees: Rose Jansen (Library Director), Nancy Skarmeas (Chair), Sarah Chiappetta (Secretary), Amy Stone (Foundation Liaison), Jim O'Rourke (Treasurer)

Meeting was held in person at the library. Nancy opened the meeting at 7:06pm

### **SECRETARY'S REPORT**

The minutes of the June 2023 meeting were reviewed. Motion to accept Amy/ Second: Nancy / Vote: Unanimous

### **TREASURER'S REPORT**

Accounts are looking normal and typical. The Tarr trust asked for an extension for the payout again. The Hopkinton Women's club gave the library \$250 which was used to purchase the totes for the summer reading program. We have several new library members from outside of town who have joined and paid the fee.

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

### **DIRECTOR'S REPORT**

Karen will be retiring and be working only one Saturday a month starting in October.

Our electric bill is a bit over budget. We have budgeted about \$1100 a month for electricity, and we are running about \$1400/\$1500. Rose will reach out to Neal to discuss if this is a town-wide issue.

Circulation is up 8%. Rose has also noticed that people have been using the internet outside the library more often, perhaps because of heavy rain leading to power/internet outages.

The tote bag and badges program has been very popular.

85 people took part in the mosaic project. It will be hung over the Young Adult section in the library.

The Lions Club has donated the bench to the library and it is on the patio. It is made out of recycled plastic.

**See director's report attached.**

### **Hiring**

Rose would like to hire someone full time to replace Karen. The new position could be an Adult Services Librarian. Another idea is to make Jenny full time and then hire a part time adult services librarian. Jenny would then take over some of Karen's duties. Jenny has expressed a strong interest in becoming full time and is happy about this idea.

### **Patio**

Trustees reviewed the donations received by the public. There have been some issues with the plaque and positioning, but it has been decided that there will be two plaques. One will be positioned on the wall next to the patio naming the Library Foundation and the Slussers. The other plaque will be on the bolder next to the patio, and will name the other donating parties.

Multiplay came out to look at the patio to measure for the shades. They thought that the shades would be around the \$5,000-\$8,000 range. The shades would be taken down in the winter and are easy to take down. They are rated for 155 mile per hour wind speeds.

Jim is also going to follow up with Concord Awning to try and get another bid.

Kiley, a community member, has created 4 picnic tables she would like to donate to the library. The trustees think that the library can only take two of them to put around the library in the grass area. Rose

also shared some ideas for patio furniture. Metal chairs and tables seem to be a better idea for the patio so they won't blow away. We will not chain up the furniture at night since it will be another task for the staff to do and it is also not very inviting. We will have some 2 person tables and some 4 person tables.

Nancy adjourned the meeting at 8:09 pm. Respectfully submitted, Sarah Chiappetta, Meeting Secretary

**NEXT MEETING: 7:00 pm on 9/19/23**