

Hopkinton Town Library
REPORT FROM LIBRARY DIRECTOR
October 19, 2021

Library Staff: Emily Welsh has completed all of her paperwork and training and has shifted seamlessly back onto the staff. It's great to have her back with us. Elissa's last day is October 30th and staff are planning a get together. Unfortunately, part time reference librarian Catherine Ryan is going to be moving out of the area to take another job, so she also has given notice. Fortunately, Emily is willing to pick up her hours. Goal Two 1c.

Finance: With 25% of the year remaining at the end of August, we have used 70.5% of our budget, so we continue to be on track. Our proposed 2022 budget has been submitted to Town, but should be reviewed by the library trustees at tonight's meeting. There is a 4.68% increase in next year's budget, largely due to things that are out of our control, including our fuel and electricity lines. We have also opted for a preventative maintenance contract for our HVAC system, resulting in an increase in our Repairs/Maintenance line. We did not receive the NH Humanities/ARPA grant (\$8,000) to cover planning for the possible pavilion on library grounds to add space for public programming. This means that we will need to regroup and ask for coverage for the planning from the Foundation. Jason and I will reach out to Terrain to see if we can readjust their planning proposal and reduce costs. Goal One 2bandc and Goal Two 1b.

Library Services: Our circulation numbers are up by 25% in all categories as compared to 2020 at this time, with the exception of AV. We were beginning to be open to the public last September and were doing vigorous curbside pickup, so this increase is notable. Study room usage continues to be steady and our community room and Local History Room are being used for community meetings. Goal One 1a Goal Two a-e.

Programs: "Art on the Library Porch" on October 2nd 10-2 was a great success. Over sixty people came through to check things out and 44 kids and family members did an art project. The Friends "Pop Up" Book Sale on the Library Lawn on the same day also had a high level of traffic and over \$300 in income.

There were 25 people at the poetry reading with L.R. Berger on Sunday October 17th and a great deal of interest in additional poetry programming. I am in discussion with John Greabe about doing another Supreme Court session sometime in November. We are asking program participants to wear masks if they attend programs, which has not met with any challenges.

Storytime is going well. Masking is not required for those under five. We are also opening the community room up on two Thursday mornings per month for unstructured "Toddler Time"—Leigh is putting toys out and families can drop in or stay the whole time. Parents have been appreciative of the option.

We have had two special displays at the library in the past month marking "Banned Book" week and "Dyslexia Awareness Month." Two high school classes visited the library to learn more about the banned book movement and to borrow from our display. Goal One 4a-b Goal Two 2c

Building: Tom Yestramski submitted a proposal for a generator that would provide backup power to the sprinkler system air compressor, the sever, the boiler and circulations, the refrigerator and some lights for \$12,885. The next step is to get a proposal from Eastern Propane about doing the necessary upgrades to power the generator.

Planning and Policy: Trustees will discuss the Gift and Donation Policy and the Inclement Weather Policy. Goal Two 1l.

Community Relations: Leigh and I continue to work with Emily Squibb a counselor at Maple Street in providing materials for families on a variety of topics on "social-emotional learning." We have a meeting scheduled with the public school librarian team in November to share agendas and figure out how we can partner. Goal Two 2c.

Respectfully submitted, Donna Dunlop

Hopkinton Town Library
Trustees Meeting
October 19, 2021—**DRAFT** minutes

Attendees: Donna Dunlop (Library Director), Nancy Skarmeas (Chair), Amy Stone (Foundation Liaison), Sarah Chiappetta (corresponding secretary), James O'Rourke (Treasurer)

Missing: Jason LaCombe (Secretary),

Meeting was held in person at the library. Nancy opened the meeting at 7:10 pm

SECRETARY'S REPORT

The minutes of the September meeting were reviewed.

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

TREASURER'S REPORT

The Treasurer's report was reviewed by the Board. The budget is on track and holding steady for the year. Donna has moved forward with moving the library accounts from TD Bank to Merrimack County Savings Bank. Nancy will go to the Contoocook branch to sign the necessary paperwork.

The library received a couple unexpected small gifts.

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

DIRECTOR'S REPORT

Donna reported that the new reference librarian, former staff member Emily Welsh has returned to work in the library while at the same time Catherine Ryan has given her notice. Donna is working towards stabilizing the personnel needs in a tight market.

Donna reported that the library has used 70.5% of the budget with 25% of the year remaining. On track. Donna provided a comprehensive overview of the proposed Budget. The 4.68% increase is due to energy cost increases as well as previously negotiated wage, cost of living increases to staff. Otherwise the Budget is nearly flat and deemed acceptable by the Trustees. Donna will present to the Selectboard on November 8. Donna reported that the ARPA grant was not awarded to us. We will need to find other financing to continue to explore the project.

Amy raised an interesting discussion about the feasibility of using solar power at the Library. This led to a discussion about the Town's potential plan to use solar comprehensively. Donna will speak to the Town Administrator to see where those plans stand.

Library circulation is up 25% in all categories with the exception of audiovisual materials!

Programs – Art on the Porch, poetry reading, were big successes. A proposed NH Supreme Court session was discussed. Mask wearing in the building was discussed due to an uptick in cases in town. Donna will monitor the situation daily and adjust policy accordingly. **See director's report attached.**

POLICIES

The Gift policy was sent around for review and was approved with no additions.

The Weather policy was sent around for review and was approved with no additions.

Motion to Accept: Amy / Second – Nancy / Vote – Unanimous.

OTHER MATTERS:

The Trustees signed a Transfer of Funds from the Library Technology Maintenance Trust Fund for two mini-computers related to online access.

Nancy adjourned the meeting at 7:57 pm. Respectfully submitted, Jim O'Rourke, Meeting Secretary

NEXT MEETING: November 16th at 7:00 pm. In the Community Room.

