

**Hopkinton Town Library
Trustees Meeting
June 21, 2021—DRAFT minutes**

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

Missing: Sarah Chiappetta (corresponding secretary)

Meeting was held in person at the library. Nancy opened the meeting at 7:03 pm

SECRETARY'S REPORT

The minutes of the May meeting were reviewed.

Motion to accept; Nancy – Second; Amy – Vote; Unanimous.

TREASURER'S REPORT

The Treasurer's report was reviewed by the Board. There has been minimal activity in the account though a \$300 gift was received last month. Donna did report the book sale will be coming back at some point. She is currently planning a few "pop up" sales at various times or events to minimize the crowds.

Motion to accept report; Jason – Second; Nancy – Vote; Unanimous.

DIRECTOR'S REPORT

Curbside pick-up is starting to slow a bit as more people are coming into the building. Donna noted there were 47 patrons through the building in 3 hours last Saturday. It is encouraging to see activity in the building again!

Staff will begin meeting in person once again for the regular staff meetings.

Donna had ENE come in and look at the ventilation for the study rooms. They confirmed there is sufficient air exchange in the rooms to allow patrons to begin using them as well as the community room. These will begin to re-open soon as the inquiries for use have picked up significantly. It was agreed that the library will refer groups to following the CDC guidelines on masks and distancing but will not be policing groups using the community room.

The Summer intern has started and will be working with Donna through August.

Donna has submitted for the ARPA grant to cover the cost of Hoopla. Not word yet, though she believes we will receive the grant.

Leigh did a session at the Farmers market to promote the summer reading program. She also had a small "pop up" book sale which was very successful. Nancy and Fiona volunteered to do another Saturday session. Donna is also going to encourage the friends group to be regular attendees to promote library programs and support the Farmers market.

See director's report attached.

FACILITIES

The group reviewed 6 capital improvement projects (see directors report for descriptions):

- 1- Porches: Screen on the north porch were removed, and it looks much better. This will remain as is for the summer.
- 2- Generator: Donna seeking a quote.
- 3- Air conditioning: ENE will update cost to replace for each unit.
- 4- Outdoor Seating area: Jason and Donna met with Eric Buck who will assist in developing a concept for this project.
- 5- Building security: Donna is getting updated quotes.

- 6- Windows: Jason and Donna met with Peter from Millwork masters who provide a quote for complete replacement of the windows. Donna will reach out and get a break out price for just the windows I the community room.

Donna is working towards having a tent in place by June for story time, Summer Reading Program and potentially community use. Donna has discussed setting up the tent with Jeff Yale, Fire Chief, who has agreed to allow Todd Oikemon to set it up. Todd will be on site tomorrow to do this.

POLICIES

The privacy policy was reviewed. Donna noted the new software package does have the ability to retain a log of past items checked out, a direct conflict to the current policy. After much discussion on the importance or protecting the privacy of our patrons it was agreed that the library would now start retaining the log of borrowed items, but only disclose it to the patron themselves upon request. Donna will update the policy language for final review at our next meeting.

NEW BUSINESS

Jim, Jason, and Amy recently completed Trustee orientation through the NHLTA. There were a few points brought up from that orientation:

- 1- email protocol for the trustees. We were reminded that email discussion among the trustees, regarding library business, is not acceptable and may be subject to the right-to-know law. Email between single trustee and Donna is acceptable. Also, if Donna sends out an email to all trustees then "reply all" should not be used. If there is a time email is used then it was agreed the email would be printed and attached to the next Trustee minutes as a matter of officially recording the discussion.
- 2- Jason asked about A job description for donna. She confirmed there was a job description from when she was hired, but it has not been updated since. Donna will pull it out for a review and potential update.

Nancy adjourned the meeting at 8:42 pm.

Respectfully submitted,
Jason LaCombe, Secretary

NEXT MEETING: 7/20/21 at 7:00 pm. In the Community Room.

Hopkinton Town Library
REPORT FROM LIBRARY DIRECTOR
June 21, 2021

Library Staff: The staff will begin meeting in person on June 23rd. We continue to review and update the Staff Procedural Manual, documenting all tasks performed. This summer we are working with an intern, Meg LaCombe, a college junior who is possibly interested in the library field. She has been working on a variety of projects and it's been great to have her assistance. Goal Two 1c and 1l.

Finance: With 67% of the year remaining at the end of May, we used 37% of our budget, so we are on target. We applied for Phase One ARPA (American Rescue Plan) funding for the designated amount of \$1,630. The funding will cover the costs of approximately three months of our Hoopla (downloadable content) contract. Goal One 2bandc and Goal Two 1b.

Library Services: Curbside pickup has finally begun to slow down, though requests are still steady. We have now begun to let outside groups and individuals use our meeting rooms and quiet study spaces. Paul O'Brien from ENE, our HVAC company came to review air circulation in the study rooms and confirms that it is more than adequate. We are limiting occupancy in the study rooms to two. In person library visits are increasing, with a record of 47 in between ten and one on Saturday. Leigh Maynard had a table at Saturday's Farmers Market to promote the summer reading program. She also held a mini "pop up" book sale; she said this was definitely worth doing. I am speaking with the Friends group about having a table at the Farmers Market on at least an occasional basis. Goal One 1a Goal Two a-e.

Programs: We had 25 participants in our "The Call of Kilimanjaro" Zoom presentation

Upcoming Programs include

- Planning for the Summer Reading Program is underway, with a focus on "Celebrating Community."
- A panel discussion is also being planned on culturally responsive teaching and learning for the Fall continuing to work with Keene State College.
- Our Call for Covid Artwork for a show in August and September is being distributed and many pieces have already been sent in. Deadline for submissions is July 6th. Our Gallery Committee is working on this initiative.

Planning for Fall programs, in person if possible, has begun. Goal One 4a-b Goal Two 2c

Building: Status Report on Pending Capital Projects.

1. **Porches.** The porch behind my office looks much better with the screens removed and can be left as is for the time being. Project to convert porch to storage space and a study room on hold for the moment.
2. **Generator.** Yestramski Electric has been contacted for a quote.
3. **Air Conditioning Units.** Paul O'Brien from ENE our HVAC company (who has been with us since the building was built) came in to discuss the a/c units. I have asked for an updated replacement cost estimate for the capital improvement plan budget. He reports that the units are alive and well at the moment, but to quote Paul "they could last ten more years or go out tomorrow..." considering they are over twenty years old.
4. **Outdoor Seating Area.** Jason and I met with Eric Buck from Terrain Design on 6/18 to review the site and discuss options. Eric is going to give a quote for a site study and will present a variety of design options for our consideration. The Foundation continues to be interested in supporting this project, either with existing funds and/or a targeted fundraising campaign.
5. **Building Security.** Electronic Security Protection has been asked to revisit and refine their proposal.

6. **Windows.** Jason and I met with Peter Bringer from Marvin Windows to review the status of the windows throughout the building, including those that have failed and those with deteriorated seals. He noted that even the windows that haven't completely failed, have gaps allowing outside air in, thus being energy IN-efficient. He has presented a proposal for replacement. We have 35 windows in the building. Costs to replace them all would be between \$72,000 and \$118,000 depending on the style (e.g. the more expensive windows have built in shades, which we need in the community room but not throughout the rest of the library.) To be discussed.
7. **Accessible Parking.** We got an estimate from Hoyle Tanner to make the entry to the library more accessible, including putting a parking spot up on the level of the front door. The cost estimate in 2017 was \$101,500.

Planning and Policy: Trustees will discuss the Privacy Policy and review the Long Range Plan. Is it time to update our plan? Staff is currently reviewing our Community Room policy. An edited version of that policy will be shared with the trustees for review in July. Goal Two 11.

Community Relations: Leigh Maynard will be providing some programming for the Recreation Department's summer program and for St. Andrew's Church's summer enrichment program. We have put up a display of the titles on the Hopkinton Middle High School's summer required reading list, so that students can easily borrow required books. This summer we will be meeting with school representatives to talk about continued work on resource sharing of materials on Social/Emotional Development, as well as the possible reinstatement of a school/family/library committee focusing on the needs of families with children with special needs. Goal Two 2c.

Respectfully submitted, Donna Dunlop