

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

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

Missing:

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

### **SECRETARY'S REPORT**

The minutes of the June meeting were reviewed. There were 3 minor grammatical corrections noted.

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

### **TREASURER'S REPORT**

The Treasurer's report was reviewed by the Board. The ARPA grant funds have been received, otherwise there has been minimal activity. The budget is on track and holding steady for the year.

Jim and Donna recommend switching the library accounts from TD to Merrimack due to regular issues with TD keeping up to date on Board members. After a brief discussion the board agreed with this recommendation. Nancy, Jim, and Donna to make the change.

Motion to accept report- Nancy / Second- Jason / Abstention - none / Vote- Unanimous.

### **DIRECTOR'S REPORT**

Donna noted after difficulty finding a new reference librarian, former staff member Emily Welsh has moved back to town and may be interested in returning to work at the library! Discussions are in progress.

Other exciting news is that activity at the library is booming! Circulation is up in all categories except AV. Curbside pick-up is continuing to slow down though there is a small group of patrons who continue to use it regularly.

The brief community survey has been out with few responses to date. Donna is working to increase responses to inform future decisions on operating hours.

While no firm decision (nor vote) was made to expand hours to include Sundays, it was discussed that Donna plan for it starting this fall providing the needed staff to facilitate Sunday hours has been hired. Donna is working on next years budget to present to the Budget committee on October 15, then to the Selectboard on November 8.

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.**

### **FACILITIES**

Donna has been working on the 5-year CIP to review with the CIP committee.

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

- 1- Porches: Repairs on the west porch door were made and look great.
- 2- Generator: Donna seeking a quote.
- 3- Air conditioning: ENE has updated cost to replace the condensing units.
- 4- Outdoor Seating area: Donna has submitted for an ARPA grant to cover planning costs for the outdoor pavilion.
- 5- Building security: Donna is getting updated quotes.

6- Windows: Donna has received a quote for just the windows in the community room.

**POLICIES**

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

**NEW BUSINESS**

None discussed

Motion to Adjourn – Jim / Second- Nancy / Vote - unanimous

Nancy adjourned the meeting at 8:19 pm.

Respectfully submitted,  
Jason LaCombe, Secretary

**NEXT MEETING: 10/19/21 at 7:00 pm. In the Community Room.**

Hopkinton Town Library  
**REPORT FROM LIBRARY DIRECTOR**  
September 21, 2021

**Library Staff:** I received no responses to the posting of our open part-time reference librarian position. I'm happy to report, however, that former staff member Emily Welsh stopped by to say that she had re-located back to Hopkinton and is interested in resuming her p/t reference position. We will be meeting soon to discuss details. Goal Two 1c.

**Finance:** With 33% of the year remaining at the end of August, we have used 60% of our budget, so we are on target. Our ten year capital improvement plan (CIP) budget proposal has been submitted and work on the proposed 2022 budget is in progress. We are waiting to hear from NH Humanities about our request (\$8,000) for one of their SHARP/ARPA grants to cover planning for the possible pavilion on library grounds to add space for public programming. We should hear in late September. Goal One 2bandc and Goal Two 1b.

**Library Services:** Curbside pickup has picked up and more people are visiting the library in person so business is booming. Our circulation numbers are up in all categories as compared to 2019 at this time, with the exception of AV, where numbers continue to dwindle. For the first time, ebook circulation is down by 2%. During the last month, study room usage has been steady.

The library table at the Farmers Market was a good addition during the summer—both as a vehicle to get the word out about library services and for the very popular “pop up” book sales. Thanks to Nancy for handling the table during July and Amy on one August Saturday. The Friends involvement was less than hoped. They are considering hosting the table once a month moving forward as a more “handleable” responsibility.

Policy questions of note are whether to add back hours until 8pm on Tuesday and Wednesday or to resume Sunday hours. We only received nine responses to our community survey soliciting local input on services and resources, which was available at the Farmers Market. Highlights of those

More Open hours: 3 votes (one for opening at 9am and one vote for Sundays)

Favorite Library Offerings:

Books: seven votes

Online resources: six votes

Visiting the library: five votes

We are going to distribute the survey to people visiting the library in the coming weeks. Goal One 1a Goal Two a-e.

**Programs:** Our programming plans for the Fall are thwarted somewhat because the tent blew down in a recent storm. We had been hoping to hold children's programs including Storytime under the tent and considered adult programming there as well. Putting the tent up again does not seem like a viable option since it had begun to sag considerably and it is unclear whether it was damaged in last week's wind event. Having a permanent outside pavilion would greatly enhance our options for safe programming. Upcoming:

- “Art on the Porch” Art Project for Children on the Library porch. Saturday October 2<sup>nd</sup> 10-2. A Currier Museum art teacher will be leading a “drop in” art project event on the porch as part of this annual community event.

- “Pop Up” Book Sale on the Library Lawn (also part of the Art on the Porch event) Saturday October 2<sup>nd</sup> 10-2. We will be using the library’s pop up tent and others provided by members of the Friends group. They will be running this event if they can get enough volunteers.
- Poetry Reading with L.R. Berger. Sunday October 17<sup>th</sup> 4pm. Local poet will read from her new book. L.R. and I are talking about a multi session poetry series, including possible segments e.g. “So, you think you don’t like poetry”, poetry writing workshop; introduction to the Poets Laureate etc. L.R. recently helped me to review our poetry collection, weeding out some volumes and rearranging/re-cataloging others.

With Foundation funds we have acquired a variety of seating and other materials recommended by NH Family Voices as part of our “Inclusivity Project” to provide improved experiences for children with special needs. The seating, weighted blankets, headphones etc. are designed for children who may have challenges participating in story time. Leigh is beginning to test out using them and is reaching out to families to let them know that we have these items.

Goal One 4a-b Goal Two 2c

**Building:** Summer damage to the door leading to the porch from the kitchen and to the screen door was repaired in September by Chi Hofe. He will also consult with us on adding a reading nook in the children’s area to accompany the mural being created by Barb Diaz.

**Planning and Policy:** Trustees will discuss the Unattended Child Policy. Goal Two 1l.

**Community Relations:** In August we provided a venue for the Boys and Girls Club of Hopkinton during a period when temperatures were high and the space at Maple Street was not conducive. While it was good to be able to assist a local organization, the weeks when club members were in the community room were a bit chaotic. We discussed the possibility of working together next summer under more controlled circumstances. I have been working with the new Student Services Director, Mandie Hibbard, on the re-establishment of the Family Support Committee. Leigh and I have also been working with Emily Squibb a counselor at Maple Street in providing materials for families on a variety of topics on “social-emotional learning.” Goal Two 2c.

Respectfully submitted, Donna Dunlop