

Hopkinton Town Library
Trustees Meeting
March 22, 2022—**DRAFT minutes**

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

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 February meeting were reviewed.

Motion to accept: Amy/ Second: Jim / Abstention: none / Vote: Unanimous.

TREASURER'S REPORT

The Treasurer's report was reviewed by the Board. There was again minimal activity this past month without any discrepancies or concerns.

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

DIRECTOR'S REPORT

See director's report attached.

The Board agreed upon merit pool distributions to employees as recommend by Donna.

The board congratulates Karen Dixon on her promotion to Assistant Library Director which appropriately reflects the level of responsibility and work she had already been performing.

Celebration of Library Week will be April 3-9 with a "Libraries Connect and Grow" theme including a seed sharing program as well as other programing as noted in the director's report. A brief survey for library users will be completed as well.

FACILITIES

- 1- Generator: Moving ahead but still waiting on quotes for upgrades to the propane tank
- 2- Outdoor Seating area: Continues to move forward with anticipation that this will be a gift to town from the Library Foundation. Next step depends on availability of cost estimates. The Foundation will also need to confirm the process by which to request use of the proposed space from the town.

POLICIES

Donna recirculated the request for reconsideration of materials and programs policies to the board last meeting. Final revisions have been made and were accepted.

NEW BUSINESS

- 1- Nancy Skarmeeas was re-elected to 3 year term and will remain as chair. Remainder of roles remain unchanged for now. Roles are open to more discussion in future based on needs and preferences of individual board members. .
- 2- Personnel Policy and Procedural Manual were presented to trustees for awareness and review. No action needed.

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

Nancy adjourned the meeting at 8:12 pm.

Respectfully submitted,

Amy Stone (appointed in Secretary's absence)

NEXT MEETING: 4/19/22 at 7:00 pm. In the Community Room.