

Hopkinton Town Library  
Trustees Meeting  
May 26, 2021—**DRAFT minutes**

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

Meeting was held online via Zoom Platform. Nancy opened the meeting at 7:01 pm

**SECRETARY'S REPORT**

The minutes of the April meeting were reviewed and approved with no changes. Jason abstained as he was not in attendance at April Meeting

**TREASURER'S REPORT**

The Treasurer's report was reviewed by the Board.

Payment from the Town trustee of the trust funds has been received.

The budget was approved on May 1<sup>st</sup>. We are on track with the approved budget.

Motion; Jason – Second; Sarah – Vote; Unanimous

**DIRECTOR'S REPORT**

Curbside pick-up remains popular and current hours for walk through appear to be meeting community needs.

April circulation numbers were the highest in that month since 2014; 6572 items were circulated!

Donna noted that inquiries about using the community room and study rooms are increasing. In general the trustees thought re-opening the community room could be done safely with the expectation that the groups would follow the Library's protocols. Given the confined nature and interconnected ventilation system of the study rooms, it was felt those should remain closed. No specific direction was agreed upon; this will be revisited at future meetings.

The library looks forward to hosting a community program, The Call of Kilimanjaro with Jeff Belanger in addition to other programs.

**See director's report attached.**

**NEW BUSINESS**

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

- 1- Porches
- 2- Generator
- 3- Air conditioning
- 4- Outdoor Seating area
- 5- Building security
- 6- Windows

Budgets for security, AC, Generator, and porch infill have been received, though they will need to be updated at the appropriate time. During discussion it was clear the window replacement and outdoor seating area required budgeting so a clear plan can be assembled.

Donna circulated the Privacy Policy for review and asked Trustees to send comments to her. This will be reviewed at the next meeting.

**OLD BUSINESS**

The library is working towards having a tent in place by June for story time, Summer Reading Program and potentially community use. Donna has discussed with Jeff Yale, Fire Chief, regarding the installation. He has yet to approve the set-up without an insured installer. Donna will continue working on this with the town/DPW and the Chief.

Nancy adjourned the meeting at 8:36 pm.

Respectfully submitted,  
Jason LaCombe, Secretary

**NEXT MEETING: 6/21/21 at 7:00 pm.**