

Hopkinton Town Library  
Trustees Meeting  
July 27, 2021—**DRAFT minutes**

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

Missing: James O'Rourke (Treasurer)

Meeting was held in person at the library. Nancy opened the meeting at 7:07 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 – Vote; Unanimous.

### **TREASURER'S REPORT**

The Treasurer's report was reviewed by the Board. The Tarr Trust funds have been received, otherwise there has been minimal activity. Nancy has been running the book sale at the farmers market for the past few weeks with regular interest and sales to support the Friends of the Library. The budget is on track and holding steady for the year.

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

### **DIRECTOR'S REPORT**

Donna noted that one of the reference librarians is planning to retire later this year. They are flexible on when that occurs and are willing to wait until a replacement is found. Donna will begin the search in the coming weeks.

Curbside pick-up is continuing to slow down though there is a small group of patrons who continue to use it regularly. Donna noted there have been an average of 65 patrons each day using the library during the weekdays.

The ARPA funds have been approved to cover the Hoopla subscription. Donna is working through the process to receive the funds.

Donna and the staff are looking for feedback on the current hours of the library and developed a brief community survey. This survey will be available at the library and the farmers market table. Donna will discuss with Neal Cass about having it available at the Town Hall as well.

Summer reading program is underway with over 100 people registered this summer. Leigh is struggling with some of the families picking up their book bundles. Leigh and Donna to brainstorm how to resolve this or if book bundles will continue in the future. This may be part of a focus group Donna assembles later in the year.

There was extensive discussion on expanding the current hours into the evenings and on Sunday. Right now, there is little demand for the evening (6-8pm) hours though Donna believes Sunday may be well used. Donna will hold off on Sunday hours until Fall when the replacement reference librarian is on board and after results of the community survey are in.

**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 has updated cost to replace the condensing units: \$75,000 to replace large and small units.
- 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 breakout price for just the windows in the community room.

## **POLICIES**

The revised privacy policy and the Meeting room use policy were reviewed. There were a few minor edits to the policies.

Motion to approve policies as revised; Jason – Second; Nancy – Vote; Unanimous.

## **NEW BUSINESS**

Donna distributed the director's job description as requested by Jason. She is particularly concerned about the physical requirements portion of the job description as it could be viewed as discriminatory towards people with disabilities. She will review with Neal and Jim for a more detailed understanding of why this is included.

Donna distributed a partial list of the online magazines that are now available through the library's online services. There are 516 us publications available with no reader limit!

The group agreed the regular meetings will be held the 3<sup>rd</sup> Tuesday of the month starting in September.

Nancy adjourned the meeting at 8:32 pm.

Respectfully submitted,  
Jason LaCombe, Secretary

**NEXT MEETING: 9/21/21 at 7:00 pm. In the Local History Room.**