

Hopkinton Town Library
Trustees Meeting
January 13, 2021—**DRAFT minutes**

Attendees: Nancy Skarmeas (Chair), Sarah Chiappetta (corresponding secretary), Amy Stone, John Greabe (Treasurer), Jason LaCombe (secretary), Donna Dunlop (Library Director)

Meeting was held online via Zoom Platform. Nancy opened the meeting at 7:07 pm

SECRETARY'S REPORT

The minutes were reviewed and approved.

TREASURER'S REPORT

The report was reviewed by the board. There were minimal changes this past month. Nancy is all set with the bank for check signing.

Donna provided the list of gifts received in 2020 (attached). Nancy made a motion to accept the gifts as listed, John seconded, motion passed unanimously.

We used 97.8% of the budget for 2020, which will be adjusted based on receipt of the final credit card statement.

DIRECTOR'S REPORT

The building is back open to the public as of 1/12 and attendance is steady. Curbside pick-up continues to be busy. Donna noted that circulation is up for the month compared to the same month in 2019.

The AARP TaxAide program is going to set-up and operate during library hours with many protections in place.

Donna has received quotes for door access control system as part of planning for re-opening the meeting/community rooms. She will forward to Jason for review.

The Board reviewed the request for reconsideration policy; it was approved with one minor change.

See director's report attached.

NEW BUSINESS

The Board had a brief update on the long-range plan. An additional introductory statement has been added to provide clarity with respect to not meeting many of the goals due to Covid, particularly related to meeting and Community room use.

OLD BUSINESS

John is not seeking re-election this year; Donna and the board will work on finding new members to join the board.

Nancy adjourned the meeting shortly after 8 pm.

Respectfully submitted,
Jason LaCombe, Secretary

NEXT MEETING: 2/24/21 at 7:00 pm.

Hopkinton Town Library
REPORT FROM LIBRARY DIRECTOR
January 13, 2021

Library Staff: Staff were happy to receive holiday gifts and good wishes from the trustees. They very much appreciate the acknowledgement and the vote of confidence! It's time for staff reviews so we'll be starting that process this month. My review should also be done in this time frame. Goal Two 1c.

Finance: With 0% of 2020 remaining, we have spent 97.8% of our budget. We have not yet received our December credit card bill, which will contain more charges against 2020. Any remaining funds will revert to the town. Goal Two 1a

Library Services: We resumed our "walk through" hours on January 12th. We had approximately twenty visitors during the whole day. Curbside pickup continues to be steady. Goal One 1a

Programs: Although Leigh broke her shoulder in early January, she continues to offer storytime via YouTube. In her absence we are continuing the "book bundle" program, thanks to staff member Nancy Raymond. John Greabe is considering offering a Zoom based program tentatively titled "Democracy in Troubled Times," also providing members of the community an opportunity to ask questions about recent events. The AARP TaxAide program will be using the community room again this year. This will be the first group that we allow to use our space. Their contact with the public will be very limited, with most transactions via forms. They will limit the number of people in the room at any one time and they will observe all the precautions (mask wearing, social distance and use of hand sanitizer) that we do with their clients. Goal Two 1k

Building: In an effort to better manage building security and access (particularly when members of the community begin to use meeting space again) I have requested a proposal from Electronic Security Protection, which manages our sprinkler alarm system to install a keypad entry system on the library (\$9,725). In addition they have provided a quote on the installation of a Panic Button system (\$243). Goal Two 1

Planning and Policy: Trustees will review the "Request for Reconsideration" policy and form. Staff is in the process of developing a Social Media Policy, at the urging of the state library, particularly in light of events on January 6th in Washington, DC. There is no goal in our Long Range Plan regarding the review of policies. I recommend that we revise Goal Two 1l to read: the HTL is a community partner and gathering place that is well managed, efficient and accessible. The Library will Monitor **library policies** and the revised plan on a quarterly ~~monthly~~ basis to ensure progress toward goals. Further, a new (temporary) introductory paragraph was added to the Long Range Plan to explain our current situation: "In March 2020 the Hopkinton Town Library temporarily suspended services due to the Covid Pandemic. During the balance of the year, library services were significantly curtailed and revamped. Curbside pickup began in June and "walk through" hours were added in September, though they were suspended during the holidays. As a result, many of the goals outlined in the Long Range Plan have not been realized, especially around programming and public use of community spaces."

Community Relations: We are planning a "community read" with the school district's Family Support Team. We will be attending monthly meetings of the Town Recreation Committee in order to better coordinate program planning. A display of books and materials on Social/Emotional Learning will be made available at the library in partnership with the school district. We are adding more materials to our Parent Collection at their recommendation. Goal Two 1k.

Respectfully submitted, Donna Dunlop

Hopkinton Town Library

GIFTS 2020

| date | amount | Donor | Address | ck numbe | detail |
|--------|-------------|-------------------------------|--|--------------|--|
| 7-Jan | \$ 50.00 | Mary Ann Murphy | 27 Jennifer Drive Concord 03301 | ck 2597 | in memory of Dick Drescher |
| 8-Jan | \$ 1,000.00 | Richard and Judith Hampe | 1255 Hopkinton Rd | ck 145152863 | Lightning support |
| 10-Jan | \$ 25.00 | William and Marilyn Rogers | 33 Christian Ave 149 Concord 03301 | ck 3107 | in memory of Dick Drescher |
| 14-Jan | \$ 100.00 | Richard Kirk | PO Box 1342 Glen, NH 03838 | ck 7385 | in memory of Dick Drescher |
| 15-Jan | \$ 50.00 | Jack and Ginny Friberg | 414 Putney Hill Rd 03229 | ck 3783 | in memory of Dick Drescher |
| 15-Jan | \$ 100.00 | Roberta Walmsley | 644 Old County Road Deering, NH 03244 | ck 9054 | for purchase of Rob Hirschfeld pa |
| 16-Jan | \$ 300.00 | Bob and Jan Warde | 9 Lennon Dr Dover, NH 03820 | ck 149 | in memory of mother Connie Pow |
| 16-Jan | \$ 20.00 | Muriel Blake | PO Box 297 Henniker 03242 | ck 5726 | in memory of Dick Drescher in memory of Dick Drescher |
| 21-Jan | \$ 20.00 | Wayne King | 508 Worcester St Wellesley Hills, MA 02481 | | in memory of Dick Drescher |
| 22-Jan | \$ 25.00 | sharon Camp | Box 264 9 Camp Rd Contoocook | | in memoy of Dick Drescher |
| 27-Jan | \$ 50.00 | Gustav and Marit Ulrich | 106 Franciscan Ct Southern Pines, NC 28387 | | in memoy of Dick Drescher |
| 20-Feb | \$ 50.00 | Robert and Lauren Vallari | 1290 Pine St. Contoocook | | in memoy of Dick Drescher |