

Hopkinton Town Library
Trustees Meeting
November 18, 2020—**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 around 7:00; Jason arrived at 7:12 so exact time was not documented. The board did brief introductions with Amy Stone, our new Trustee.

SECRETARY'S REPORT

The minutes were reviewed and approved.

TREASURER'S REPORT

Two large deposits were made in October. This included the annual town trust fund interest checks and a reimbursement check from Canon, from which we lease our photocopier. The trust fund checks are typically received in the spring but had been delayed this year. The report was reviewed by the board. The annual budget is holding well with 75% of the budget used to date, with only 17% of the year remaining.

DIRECTOR'S REPORT

Donna reported the staff is engaged and continues to do great. Volunteers are coming back into the library (1 at a time) and folks have been very appreciative of that opportunity.

The budget review with the select board went well as the proposed increase is only 1%. There were a few questions which Donna addressed.

In addition to curbside pick-up the library is opened on a limited basis Tuesday, Friday and Saturday with a 15-patron maximum capacity. Afternoon hours have been increased by one hour, from 2-5pm on Tuesday and Friday. Patrons have enjoyed returning to the building and have abided by the protections put in place. There continues to be discussion about further extending hours, however the demand is still not quite at the level to warrant the extension.

Irish has started the lighting upgrades but some fixtures are on back-order so completion date is not yet known.

The Remote Work Policy has been revised based on last months discussion and was accepted by the board.

Donna reviewed library usage statistics with the trustee's noting that the circulation of materials had risen by 14% over this month in 2019. Given the fact of our limited hours and curbside pickup, these numbers are extraordinary. Especially high circulation of children's materials thanks to Leigh's outreach was noted (e.g. Juvenile non-fiction is up by over 100%). Active use of our new online catalog is also a contributor.

See director's report attached.

NEW BUSINESS

Foundation liaison position is still open, the board agreed this would rotate so everyone better understands the foundation roll. Amy agreed to attend December's meeting.

The library will be closed over the Thanksgiving weekend. It will also close to the public between Christmas and New Years but will continue to provide curbside pickup during that week.

The Board had a brief discussion on the long-range plan. Generally, the plan is intact though it was understood that not all the items can be actively or fully addressed due to Covid limitations.

OLD BUSINESS

Donna will set a date for the new trustee orientation with Amy, Sarah, and Jason.

Nancy adjourned the meeting at 8:04 pm.

Respectfully submitted,
Jason LaCombe, Secretary

NEXT MEETING: 12/23/20 at 7:00 pm.

Hopkinton Town Library
REPORT FROM LIBRARY DIRECTOR
November 18, 2020

Library Staff: Staff continues to meet every two weeks via zoom. All are well engaged and busy. It has been nice to hear from volunteers who come in on days we are not open to the public that they are happy to have an activity that is useful and gets them out of the house. We're happy to provide that service!

Finance: The presentation of our proposed 2021 budget went smoothly on November 9th. There were few questions and generally good support for the library. A 2% merit pool increase is being proposed to the Budget Committee, but it is possible that this will not be approved given current circumstances. With 17% of the year remaining, we have used 75% of our budget.

Library Services: We have expanded our hours on Tuesday and Friday by one hour (2 to 5 in addition to 10 to noon). Usage continues to be relatively quiet with more patrons opting for curbside pickup. In October 356 came into the library vs. 295 in September. We have heavier usage in the afternoon. Saturday is fairly quiet with 76 visiting in October. There does not appear to be a justification for expanding hours. Staff report that they feel safe and confident with the current scenario. We have decided to close from 2pm on Wednesday November 25th and will reopen on Tuesday December 1st as a buffer for people who may be traveling or gathering in groups. Similarly, we are considering providing only curbside services between Christmas and New Year's.

Programs: Leigh continues to offer "Bundle Up Storytime" on Tuesday and Wednesday. She also provides "book bundles" for pre-school aged children. A monthly virtual book discussion continues with six to twelve participants. A new show just went up in our gallery of WWI informational posters from the Smithsonian. We are on the lookout for related adult programming options. Goal Two 1k

Building: Irish Electric has done the wiring for the new stack lighting but the actual lights are on back order. A project for early in the year is to revisit having a generator installed. Goal 2 1a

Planning and Policy: The Remote Work Policy has been revised thanks to input from Sarah and is ready for review by the trustees, in the hope that they will not be needed. Trustees should review the Long Range Plan to determine whether changes are needed.

Community Relations: We opted not to participate in the Recreation Department's December 12th Santa on a Firetruck event. Instead, we will have another drive through event on Friday December 18th with local author Deedy Jensen who has written a series of books featuring elves.

Respectfully submitted, Donna Dunlop