

Hopkinton Town Library
Trustees Meeting
March 21, 2023—**DRAFT minutes**

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

Meeting was held in person at the library. Nancy opened the meeting at 7:08 pm

SECRETARY'S REPORT

The minutes of the February 21st meeting were reviewed.
Motion to accept: Amy / Second: Jason / Vote: Unanimous

TREASURER'S REPORT

Accounts are looking normal and balanced.
Motion to accept: Jason / Second: Sarah / Vote: Unanimous.

DIRECTOR'S REPORT

Donna has hired another person named Sarah Hofe to work at the circulation desk, and Barb will be cutting down her hours.

The budget passed at town meeting. The audit was completed with no issue.

Circulation was strong and up quite a bit this past month.

There were a high number of attendees at last month's programs. There was a mini book sale which brought in \$300. Contookuleles has also had very high attendance numbers. There is a seed sharing program this starting Spring. The library also has several programs revolving around poetry for the National Poetry Month in April.

There is also an energy saving workshop for homeowners in April.

The patio project is underway. The contractor has the deposit and he is starting to order supplies. The project should start in April. We need to start fundraising and Jason will provide an image to assist in the fundraising effort. There was a more in depth discussion about fundraising. Donna is going to have ServePro come and go through all of our emergency procedures to make sure they are up-to-date.

Donna handed out the Fraud policy for the Trustees to review. We will discuss it at our next meeting.

See director's report attached.

Director Search Update

Nancy and Sarah discussed the applicants and set forth a candidate they would like to hire.

Energy Efficiency

Amy is meeting with Sara Hoffman (town energy committee) and Eric St Pierre (Revision Energy) to discuss the solar panel project.

A discussion between Donna and Amy ensued to decide what charting and data we need in order to move forward with the project.

Nancy adjourned the meeting at 7:55 pm. Respectfully submitted, Sarah Chiappetta, Meeting Secretary

NEXT MEETING: 7:00 pm on 4/18