

Hopkinton Town Library  
Trustees Meeting  
October 17, 2023

Attendees: Rose Jansen (Library Director), Amy Stone (Chair), Jim O'Rourke (Treasurer), Jason Lacombe (Liaison to Foundation). Not in attendance: Sarah Chiappetta (Secretary), Sarah Wheatley (Newly Appointed Trustee). Jim agreed to act as Secretary to take minutes for this meeting.

Meeting was held in person at the library. Amy opened the meeting at 7:07pm

**SECRETARY'S REPORT**

The minutes of the September 19th meeting were reviewed. Motion to accept Eric/ Second: Amy/ Vote: Unanimous

**TREASURER'S REPORT**

Accounts are looking normal. Of note, non-resident card membership has risen recently. Non-residents pay a \$50 fee. Motion to accept: Eric / Second: Amy / Vote: Unanimous.

**DIRECTOR'S REPORT**

See Report attached.

**Programming**

A flurry of activities are taking place at the Library, confirming its role as an important community center. Of note was a Drumming Circle with 67 people participating.

A Steinway piano was donated.

**Budget**

There was an unanticipated sprinkler repair that pushed the Equipment Repairs Maintenance category over the budget. The Library received bills for old book purchases from 2021 – 2022. Administrative errors, either at the Library or Town Hall caused a spreadsheet to “total” in the wrong way on an Excel spreadsheet. The Director completed a memorandum which was submitted to the Town Hall so that they could pay them. The Library is underbudget for Part-Time wages due to current staffing.

**New Business**

The Library budget presentation to the Select Board is November 6<sup>th</sup>. Received policy on Lost or Damaged Library Materials, which has not been updated since 2011. No change to the policy was made but to add some of the policy language to the reminder emails sent for late books. A motion to accept the policy with no changes was made by Amy/Second: Eric/Vote: Unanimous.

**Shade Sail**

We are waiting for a quote from Concord Awning. Eric noted that when he (and Jim) met with the representative, we learned that the original estimate did not include foundation work. This additional cost will be considered by the Trustees. Jim sent an email to them asking if they need additional information.

**Snow Removal**

The Director will contact the Town Supervisor to inquire about staffing as it relates to snow removal, which was an issue last Winter.

**December Meeting**

The Trustees are considering not holding a December Meeting as we will have the minimum number of meetings for the year, there may be little new business to discuss, and since the season is so busy.

Amy adjourned the meeting at 8:05 pm.

Respectfully submitted, Jim O'Rourke, Acting Meeting Secretary.

**NEXT MEETING: 7:00 pm on 11/14/23**