

Hopkinton Town Library  
Trustees Meeting  
October 18, 2022—**DRAFT minutes**

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

Meeting was held in person at the library. Nancy opened the meeting at 7:03 pm

Trustees signed two transfer of funds requests.

Trustees discussed the timing of the Library Budget Presentation to the Select Board and which trustees would attend.

### **SECRETARY'S REPORT**

The minutes of the September meeting were reviewed.

Motion to accept: Jason / Second: Nancy / Vote: Unanimous.

### **TREASURER'S REPORT**

Accounts are looking good. The non-resident card numbers are up which is great news.

Motion to accept: Jason / Second: Sarah / Vote: Unanimous.

### **DIRECTOR'S REPORT**

The library is right on target for our budget- 25% of the budget remains for the year. There was a discrepancy on the expenditure report regarding copier supplies. Donna will work with the town to fix this issue.

Staffing was discussed including finding someone to help on the reference desk for the weekends. Circulation went up 3% from last year. Ebooks are up quite a bit at 35%. The community room usage at the library has gone up as well, and patrons are appreciative that they can use the rooms once again. Computer use is up as well, and more computers have had to be turned on at times. There have been wonderful programs this last month, and they have been well attended. There will be a presentation on trash given by the Hopkinton Waste Committee on 10/20/22.

Amy has brought up the possibility of installing solar panels on the library. Amy will research how much this would cost and where they could be installed.

Jason presented a picture of how the patio could look that would be adjacent to the community room. We could potentially have a local landscaper install the patio.

The trustees reviewed a new policy grid and discussed which policies should be added and/or reviewed.

**See director's report attached.**

### **Budget**

Donna has planned in the new budget for a 2.2% increase for the coming year. The heating and oil budget prices are way up from last year, since oil prices are up in general.

Trustees discussed salary issues in regard to the budget.

Nancy adjourned the meeting at 8:27 pm. Respectfully submitted, Sarah Chiappetta, Meeting Secretary

**NEXT MEETING: November 15th at 7:00 pm. In the Community Room.**