

Hopkinton Town Library  
Trustees Meeting  
November 14, 2023—**DRAFT minutes**

Attendees: Rose Jansen (Library Director), Sarah Chiappetta (Secretary), Amy Stone (Chair), Jim O'Rourke (Treasurer), Jason Lacombe (Liaison to Foundation), Sara Wheatley (Corresponding Secretary)

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

**SECRETARY'S REPORT**

The minutes of the October 17 meeting were reviewed. Motion to accept Amy/ Second: Jason / Vote: Unanimous

**TREASURER'S REPORT**

Accounts are looking normal. The yearly Tarr Trust donation has been deposited into the library's account. It was about \$2,000 more than last year. Jim signed a \$7500 check to the town for the revenue generating fund.

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

**DIRECTOR'S REPORT**

Cindy retired on November 1st. Rose has an interview to try to fill the position on Friday. Jenny went to a children's library conference, and Rose will also be attending a conference and then will be taking a vacation. We are on track for the budget. The circulation is up 14% from last year. Every aspect of circulation and usage is up from last year.

The Monks sand mandala construction was very well attended. The pumpkin walk was a huge success with about 650 people. During the event there were crafts for kids in the community room. Food was available on the patio. Jenny made games that were put down by the Slusser Center.

Jenny has rearranged the childrens' books. The graphic novels can now fit into the Children's area. There will be a Celebration of the Arts event in May, and Rose is starting to help plan the event. They are planning on having some events in the community room and the performances will be outside on a stage. If it rains then they will move to the High School.

Amy and Sara are going to work together on the solar panel project.

Rose would like to make Sarah Hofe permanent part time with reference hours. The Trustees agreed that Sarah should pick up more hours and get a raise.

**See director's report attached.**

**Privacy Policy**

The Trustees reviewed the Privacy Policy. Motion to accept: Jason / Second: Amy / Vote: Unanimous.

The staff asked if the library could be closed on Saturday 12/23. The Trustees thought that the library should be open that day. The staff also would like the library to close on 12/31, which the Trustees thought was okay to close.

**Director six-month Review**

Rose is due a six-month review and a salary increase. Amy will start the review process and Sarah has offered to help if needed.

Amy adjourned the meeting at 8:16 pm. Respectfully submitted, Sarah Chiappetta, Meeting Secretary

**NEXT MEETING: 7:00 pm on 1/16/24**