

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

Attendees: Donna Dunlop (Library Director), Nancy Skarmeas (Chair), Sarah Chiappetta (Secretary), Amy Stone (Foundation Liaison), Jason LaCombe (Correspondence Secretary), Jim O'Rourke (Treasurer), Kelsey McNaught (public representative)

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

SECRETARY'S REPORT

The minutes of the January 31st meeting were reviewed.
Motion to accept: Jason / Second: Jim / Vote: Unanimous

TREASURER'S REPORT

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

DIRECTOR'S REPORT

Donna is almost done with her staff reviews. They have gone very well.
We are in the midst of the town audit. Donna has submitted all the forms and backup documents. Circulation was up 11% last month. We also had 20 new library cards issued this past month. The common room usage has also climbed. We have recently started tracking passive programs (like scavenger hunt, story walk)
A local resident has started teaching ukulele and the program has been very popular.
During the cold snap, the actuator failed, and the library was quite cold. There was a minor flood when the tech pierced a pipe. The issues were repaired and Donna is waiting for a bill. We are hopeful some of the repairs will be covered since the pipe issue was their fault.

See director's report attached.

Patio Project

Jason and Donna presented to the select board to get clearance to work on the land adjacent to the library. The select board approved the project.
Jason shared the contract and the trustees signed the document. There was a discussion about how to pay the downpayment. The lighting and sails are not included in this estimate.

Trustee Race

There will be a Democrats meeting on 3/8/23 where all the people running for positions in town are welcome to come and introduce themselves. There is also a Rotary meeting coming up as well along the same lines. Jason and Sarah are going to try and attend both meetings.

Director's Search (Non public Session)

Discussion occurred with updates to the director's search and hiring process.

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

NEXT MEETING: 7:00 pm on 3/21