

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

Attendees: Donna Dunlop (Library Director), Nancy Skarmeas (Chair), Amy Stone (Foundation Liaison), Jason LaCombe (Secretary), James O'Rourke (Treasurer) Sarah Chiappetta (corresponding secretary) Via Conference call

Missing:

Meeting was held in person at the library. Nancy opened the meeting at 7:11 pm

SECRETARY'S REPORT

The minutes of the November meeting were reviewed. There was no December meeting.

Motion to accept: Jim / Second: Nancy / Abstention: none / Vote: Unanimous.

TREASURER'S REPORT

The Treasurer's report was reviewed by the Board. There was minimal activity this past month.

Final 2021 expenses are not yet totaled; however, we are on track to come in 2% under budget.

The switch from TD to Merrimack is complete. Jim can now check accounts online if needed.

Motion to accept report- Nancy / Second- Jim / Abstention - none / Vote- Unanimous.

DIRECTOR'S REPORT

Donna noted that it is staff review time of year again and she has started setting up meetings with everyone.

Circulation remains high in most areas. AV and Juvenile section remain down since the library has stopped doing book bundles for the kids.

The Supreme court program lead by John Greabe was well attended. A recommended reading list was assembled and is posted on the website. The foundation has funded the purchase of a meeting owl pro to better facilitate broadcasting and recording programs.

See director's report attached.

FACILITIES

- 1- Generator: Moving ahead but still waiting on quotes for upgrades to the propane tank
- 2- Outdoor Seating area: Donna and Jason met with Eric Buck, who will be starting to develop a design for the next trustee meeting.
- 3- DPW is short staffed this winter and there have been instances where library staff have had to shovel walkways during storms. After some discussion it was agreed to investigate hiring a local private company for sidewalk clearing in these instances, rather than close the library. Donna will call around for availability and quotes.

POLICIES

The unattended Child policy has been further edited. Nancy handed it out for review and presented the few changes.

Motion to accept as amended- Amy / Second- Jim / Abstention - none / Vote- Unanimous.

Donna recirculated the request for reconsideration of materials and programs policies to the board.

Challenges to materials are becoming more common and the State Library has issued some guidance for policy improvement. This will be discussed at the next meeting.

NEW BUSINESS

- 1- The Friends of the Library want to bring back the annual book sale this year. Donna is working with them on the plan to reduce crowding and address Covid.
- 2- Donna reported that a state bill has been proposed that would require libraries to require federal background checks on all incoming staff and volunteers. She will keep the trustees apprised as this develops. We currently require that all new staff have background checks, but we have not done this with volunteers. This should be an ongoing discussion. No decision was made on this issue.
- 3- Discussion ensued on receipts for gifts for the donor's tax purposes. Donna will assemble a small receipt card which can be included with the handwritten thank-you note we send to all donors making gifts of \$250 and above as required by the IRS.

Motion to Adjourn – Jason / Second- Amy / Vote - unanimous
Nancy adjourned the meeting at 8:37 pm.

Respectfully submitted,
Jason LaCombe, Secretary

NEXT MEETING: 2/15/22 at 7:00 pm. In the Community Room.