

Hopkinton Town Library
Trustees Meeting
February 15, 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)

Missing:

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

SECRETARY'S REPORT

The minutes of the January meeting were reviewed.

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 and was noted to be "particularly dull". As noted in the director's report Donna has provided the library's statements for the town audit,

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

DIRECTOR'S REPORT

Donna noted that staff reviews have been completed and it was a great process for everyone. There will be a change of titles for a couple of the staff to better recognize their roles.

Circulation continues to be higher than 2021 in most areas. AV and Juvenile section remain down since the library has stopped doing book bundles for the kids.

The Meeting Owl Pro is up and running with a successful launch at the January book discussion.

AARP will once again be using the community room for its tax assistance program from mid-February thru April. While this creates some scheduling conflicts for other Library programs, the board (and Donna) feel this is an important service that we want to continue supporting with our facility.

See director's report attached.

FACILITIES

- 1- Generator: Moving ahead but still waiting on quotes for upgrades to the propane tank
- 2- Outdoor Pavilion: Eric has developed an initial concept plan for the pavilion. There was no vote on the design, but the board likes the concept. There are a few items we have asked him to refine before the presentation to the foundation on March 17.
- 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.
- 4- Leak in community room – Donna noted there is a leak in the room over the corner of the community room "almost every spring". We will watch for the leak and investigate its source.
- 5- The "Caboosenook" is completed in the children's area and looks fantastic. Thank-you Chi Hofe who built it for us!

POLICIES

Donna provided the request for reconsideration and materials selection policies with proposed edits to include programs. Discussion ensued about the rise in challenges to Library materials and programs.

No action was taken at this time

Motion to accept as amended- / Second- / Abstention - / Vote-

This will be discussed at the next meeting.

NEW BUSINESS

- 1- The board discussed roles of their professional responsibilities (and liabilities) mixing with the role as trustee, specifically related to Jim, as attorney. The role of trustee has boundaries and, in this case, does not include providing professional legal advice. This was a good reminder, and no further action is necessary.
- 2- Leigh and Donna are working with the Hopkinton Boys and Girls Club on summer programming in a planned manner.

Motion to Adjourn – Jason / Second- Jim/ Vote - unanimous

Nancy adjourned the meeting at 8:43 pm.

Respectfully submitted,
Jason LaCombe, Secretary

NEXT MEETING: 3/22/22 at 7:00 pm. In the Community Room.