

Hopkinton Town Library
Trustees Meeting
June 14, 2022—**DRAFT minutes**

Attendees: Donna Dunlop (Library Director), Nancy Skarmeas (Chair), Amy Stone (Foundation Liaison), Sarah Chiappetta (corresponding secretary), James O'Rourke (Treasurer), Jason LaCombe (secretary), Charlie Mathews, Ann Chehade and Janet DeVito (Friend of the Library Foundation), Eric Buck, Ray Lepaco (Terrain Planning & Design)

Meeting was held in person at the library. Nancy opened the meeting at 7:04 pm

Pavilion Discussion

In depth discussion regarding pavilion project. Jason and Eric presented a new idea for the gathering space. The new rectangular design they proposed would be covered and approximately the same size as the library's community room. The design will also include a patio outside of the community room. The roof could be wood and be made in a similar style to the library. The covered area would be about 45' x 28' and would seat about 60-70 people.

Jason suggested there should be places to plug in sound systems, but this project will not include any sort of built in sound system because the upkeep would be expensive. The pavilion will also likely include a pathway down to the lower fields behind the library.

The group discussed potential funding and fundraising for the project, and also discussed who would potentially use the space and how they would sign up for pavilion's use.

The next steps would be to agree on design, obtain estimates from contractors, and decide on materials. The Foundation and Trustee members decided they would like Jason, Eric and Ray to move forward in obtaining preliminary estimates from contractors for this project.

At this point in meeting, Charlie, Ann, Janet, Eric, and Ray departed.

SECRETARY'S REPORT

The minutes of the April meeting were reviewed.

Motion to accept: Amy / Second: Jim / Vote: Unanimous.

TREASURER'S REPORT

The Treasurer's report was reviewed by the Board. The budget is on track. Donna noted that the trust fund seems to be a bit low, and we are unsure why. A discussion ensued about who invests the funds. Donna and Jim will follow up with Steve Lux regarding how the funds are invested. We are on course for expenditures with 67% of the year remaining. Donna will look into a small discrepancy (under \$10) between the Treasurer's Reports and the Trust Fund report.

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

DIRECTOR'S REPORT

Discussed staffing and applicants for Children's Librarian position. Circulation numbers and library use are steadily increasing.

The book sale was a great success. The sale was scaled back to one day, and it brought in approximately \$2130 for the library.

Donna shared the library's emergency plan emergency numbers with the trustees.

See director's report attached.

Nancy adjourned the meeting at 8:45 pm. Respectfully submitted, Sarah Chiappetta, Meeting Secretary

NEXT MEETING: July 19th at 7:00 pm. In the Community Room.