



CITY OF DOVER

LIBRARY BOARD OF TRUSTEES---MINUTES

Meeting Type: Regular Meeting
Meeting Location: Dover Public Library, 73 Locust St., Dover, NH 03820
Meeting Date: **Thursday, September 7, 2023**
Meeting Time: **4:00pm**

1. **CALL TO ORDER**--The September meeting was called to order at 4:05pm by Michael Egan. Also attending were Dorothy Wagner, Cliff Blake, Ann Schultz, Susan Story Galt, and Denise LaFrance. Jill Martin, Pius Murray, and Deborah Thibodeaux arrived were excused absences.
2. **MINUTES---JUNE 1, 2023** Minutes of the June meeting were approved on a motion made by Dorothy Wagner and seconded by Ann Schultz. Unanimously approved.
3. **PUBLIC FORUM---EVERY OTHER MONTH**
4. **REPORT OF THE LIBRARY DIRECTOR (JUNE)** -- The Report of the Library Director was approved on a motion made by Dorothy Wagner and seconded by Susan Story Galt. Unanimously approved.
5. **CORRESPONDENCE---** None to report.
6. **OLD BUSINESS**
 - A. Dover 400th Block Party & other outreach: Library staff did a lot of outreach of the summer. We could be at the 400th Block Party, National Night Out, Dover Farmer's Markets, Camp Kool, and Head Start to name a few.
 - B. Summer Reading Program: We had a very successful Summer Reading Program with 485 kids participating, 161 teens, and 244 adults.
 - C. Storywalk Installation: The storywalk has been installed in Henry Law Park and an unveiling is planned for Indigenous Peoples Day on Oct. 9, 2023.
 - D. Architect/Boiler update: RFPs for the installation of a new boiler and replacement of the sprinkler system should be posted within the next month.
7. **NEW BUSINESS**
 - A. Social Media: We will no longer be using the TikTok platform and will be using Instagram Reels.
 - B. Retirements and staff changes: Carrie Tremblay and Anne Nelson will both be retiring in September. Patty Falconer has been promoted to Assistant Director, and Crystal Lisbon has been hired as our new Head of Children's Services.
 - C. Hoopla: To bring the cost of Hoopla down the Library has capped access to audiobooks to titles \$2.49 and below.
 - D. Non-resident workers cards: Going forward our non-resident worker cards will not include access to our digital and streaming services.
 - E. Policy updates---meeting room & behavior policy. The meeting room policy was approved on a motion made by Ann Schultz and seconded by Cliff Blake.



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Unanimously approved. The Behavior Policy was approved on a motion made by Dorothy Wagner and seconded by Cliff Blake. Unanimously approved.

- F. Passports—new scheduling software. Our passport appointment scheduling is now completely online via software called Calendly. This change has streamlined the passport process and freed up considerable staff time.

8. ITEMS OF CONCERN: The Library has been experiencing an uptick of graffiti on Library property. We have been working with the police and the Cliff Blake from the Graffiti Committee. Cliff Blake reported on Friends of the Dover Public Library work and the Teenage Mutant Ninja Turtle festivities

- 9. ADJOURNMENT:** The meeting was adjourned at 4:52pm on a motion made by Ann Schultz and seconded by Susan Story Galt. Unanimously approved.

NEXT MEETING DATE: THURSDAY, OCTOBER 5, 2023 @ 4:00PM