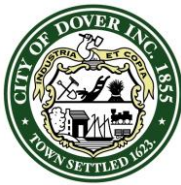


CITY OF DOVER

LIBRARY BOARD OF TRUSTEES---MINUTES

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

1. **Call to Order**--The December meeting was called to order at 4:02pm by Michael Egan. Also attending were Dorothy Wagner, Deborah Thibodeaux, Jill Martin, Cliff Blake, Denise LaFrance, Jeanne Finnerty, and Patty Falconer. Ann Schultz was an excused absence.
2. **Minutes---November 2, 2023** Minutes of the November meeting were approved on a motion made by Dorothy Wagner and seconded by Cliff Blake. Unanimously approved.
3. **Non-Public Forum Month**
4. **Report of the Library Director (November)** -- The Report of the Library Director was approved on a motion made by Jill Martin and seconded by Dorothy Wagner. Unanimously approved.
5. **Correspondence---** Pius Murray resigned his position as Trustee. Jeanne Finnerty began application process to become alternate trustee.
6. **Old Business**
 - A. Flat roof update: Community Services has checked the work that has been done, and it appears that the flat roof has been repaired correctly.
 - B. Architect, boiler and sprinkler update: Alliance has been contracted to replace the boiler. Supporting parts are back ordered for approximately 13 weeks. Work will most likely happen April 2024. Sprinkler bid will go out after a hazardous materials report is completed. Only one company bid. Will complete a hazardous materials report for a cost of \$5000.
 - C. Construction Manager: Construction manager (Bonnette, Page, and Stone) for the renovation has been chosen and needs to be approved by City Council at the next meeting
 - D. Clothing Library/Fashion Show: A fashion show took place on December 1 featuring local librarians modeling clothes from the clothing library. One hundred sixty-eight people attended the event. The clothing library will be available on Sundays 1:00-5:00 and Mondays 9:00-1:00 through January 22.
7. **New Business**
 - A. Schedule Changes/staff hours: Requested that there be an additional staff member in the Children's Room on Wednesday and Thursday nights for safety reasons. City Manager approved. Two current staff members each added one evening shift. A new page has been hired. Library is fully staffed.
 - B. CIP: City Council will vote on the CIP at the next meeting.



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- C. FY25 Budget: The library portion of the budget is done. Waiting on additional details from finance on salary information.
 - D. Policy Update-Donation Policy: Amount and type of unsold books from the last book sale prompted the change in policy. Cliff Blake asks if patrons can be notified of the new policy. It will be posted on library website. Jill Martin requests that the Friends of the Library publicize the new policy. Michael Egan asks for a motion to accept the new policy. Dorothy Wagner makes a motion and Cliff Blake seconds. Unanimously approved.
- 8. ITEMS OF CONCERN:** Jill Martin praises the virtual cooking class shared through the Tewksbury, MA Library and asks how many of these types of programs we offer. Approximately two programs a month are offered on various topics. Michael Egan thanks Deborah Thibodeaux for her ten years of service as the City Council liaison to the library.
- 9. Adjournment:** The meeting was adjourned at 4:32pm on a motion made by Jill Martin and seconded by Cliff Blake. Unanimously approved.

Next Meeting date: Thursday, January 4, 2024 @ 4:00pm