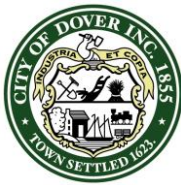


CITY OF DOVER

LIBRARY BOARD OF TRUSTEES---MINUTES

Meeting Type: Regular Meeting
Meeting Location: Dover Public Library, 73 Locust St., Dover, NH 03820
Meeting Date: **Thursday, January 4, 2024**
Meeting Time: **4:00pm**

1. **Call to Order**--The January meeting was called to order at 4:06 pm by Michael Egan. Also attending were Dorothy Wagner, Jill Martin, Cliff Blake, Denise LaFrance, Jeanne Finnerty, Ann Schultz, Susan Spence, Linnea Nemeth, and Patty Falconer.
2. **Minutes---December 7, 2023** Minutes of the December meeting were approved on a motion made by Ann Schultz and seconded by Dorothy Wagner. Unanimously approved.
3. **Public Forum Month** – no comments
4. **Report of the Library Director (December)** -- The Report of the Library Director was approved on a motion made by Jill Martin and seconded by Cliff Blake. Unanimously approved.
5. **Correspondence**---no correspondence
6. **Old Business**
 - A. Staff Development Day: Programs included Dealing with Difficult Emotions at work, Presentation from the architect on the upcoming renovation, First Amendment Audit webinar, Emerging Technologies at the Library, and Sustainability in the Library. Three trustees joined the staff for lunch. Responses from staff were very positive.
 - B. Architect, boiler and sprinkler update: Company that designed the heating system wants to wait for the suggested parts to come in and not go with the cheaper alternative. The hazardous materials audit has been completed and we are waiting for official report.
 - C. Construction Manager: Construction manager (Bonnette, Page, and Stone) for the renovation will be voted on at an upcoming City Council meeting.
 - D. Clothing Library: The clothing library will be available on Sundays 1:00-5:00 and Mondays 9:00-1:00 through January 22. There will be discussions on what the future of the clothing library will be.
7. **New Business**
 - A. Tree Damage--storm: There was very minimal damage from the tree that fell on the library lawn on December 18. The blocks from the retaining wall that was damaged will be stored until the spring when the wall can be repaired.
 - B. CIP: City Council approved the CIP which includes the money for the renovation.
 - C. FY25 Budget: The budget was reviewed by the City Manager. It will be presented to City Council in February.



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, January 4, 2024**
Meeting Time: **4:00pm**

- D. Place of Assembly License: The library needs to apply for a Place of Assembly License. Application requires floor plans, dimensions, furniture placement, fire exits and extinguishers. Linnea explains that this information is being updated all over the city for safety and building capacity.
- 8. ITEMS OF CONCERN:** Jill Martin asks about restrictions on groups using the library. Denise explains that this detailed in the Meeting Room policy. Jill asks if books that are not returned after 60 days are replaced. Denise explains that this is decided on a case-by-case basis.
- 9. Adjournment:** The meeting was adjourned at 4:35 pm on a motion made by Dorothy Wagner and seconded by Jill Martin. Unanimously approved.

Next Meeting date: Thursday, February 1, 2024 @ 4:00pm