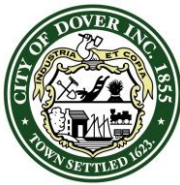


CITY OF DOVER

LIBRARY BOARD OF TRUSTEES---MINUTES

Meeting Type: Regular
Meeting Location: Dover Public Library, 73 Locust St., Dover, NH 03820
Meeting Date: **Thursday, September 5, 2024**
Meeting Time: **4:00pm**

1. **CALL TO ORDER**--The September meeting was called to order at 4:02 pm by Michael Egan. Also attending were Ann Schultz, Dorothy Wagner, Cliff Blake, Denise LaFrance, Jean Finnerty, Linnea Nemeth, and Patty Falconer. Beth Evans and Jill Martin were excused absences.
2. **MINUTES**—Minutes of the June meeting were approved on a motion made by Ann Schultz and seconded by Dorothy Wagner. Unanimously approved.
3. **PUBLIC FORUM ---** No Comments
4. **REPORT OF THE LIBRARY DIRECTOR (SUMMER) --** The Report of the Library Director was approved on a motion made by Cliff Blake and seconded by Jean Finnerty. Unanimously approved.
5. **CORRESPONDENCE**—None to report.
6. **OLD BUSINESS**
 - A. Architectural Plans and Updates: Architects are working on the finishing phase and the plans should be completed by the end of September/early October.
 - B. Relocation: McConnell Center will be the site of temporary library operations during the building renovation. Adult collection will be located in the cafeteria. Children's collection will be in Room 305. Programming will be in Room 306. Room 309 will be office space and Adult Education computer lab will be available for patron use some hours during the day. Tech services will be in Room 302.
 - C. Boiler Replacement: There is an issue with the chimney liner being installed. All the companies involved in the project are working to find a solution.
7. **NEW BUSINESS**
 - A. Book Delivery Service: Patrons who are not physically able to get to the library will be eligible for home delivery. A motion to vote to accept the policy was made by Jean Finnerty and seconded by Cliff Blake. Passed unanimously. A motion to vote to accept the changes to the Library of Things policy was made by Jeanne Finnerty and seconded by Cliff Blake. Passed unanimously.
 - B. Book Vendor: The Library has switched the majority of their purchasing to Ingram which is offering better discounts and more consistent inventory.
 - C. Furniture and Fixtures: Library is working with Tucker Interiors to determine what shelving can be used and how many new units need to be purchased. They will also help with our furniture needs.
 - D. Friends of the Library Book Sale: The book sale will take place on October 25-27.



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This will be the last book sale until after the renovation is completed.

- E. Passports, room bookings, and donations: Library will stop accepting passport applications on November 22. Meeting room use for the public will end on December 1. Library programs will end in mid-December. No book donations will be accepted after October 21. This is all due to the upcoming renovation.
- F. Apple Harvest Day: The library will have a booth at Apple Harvest Day on Saturday, October 5. The library will be closed that day so that staff can work at the booth.

8. ITEMS OF CONCERN: NONE

- 9. Adjournment--** The meeting was adjourned at 4:47 pm on a motion made by Dorothy Wagner and seconded by Jean Finnerty. Unanimously approved.

NEXT MEETING DATE: THURSDAY, OCTOBER 3, 2024