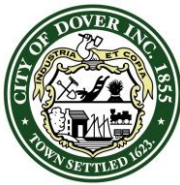


CITY OF DOVER

LIBRARY BOARD OF TRUSTEES---MINUTES

Meeting Type: Regular
Meeting Location: Dover Public Library, 73 Locust St., Dover, NH 03820
Meeting Date: **Thursday, October 3, 2024**
Meeting Time: **4:00pm**

1. **CALL TO ORDER**--The October meeting was called to order at 4:02 pm by Michael Egan. Also attending were Ann Schultz, Dorothy Wagner, Cliff Blake, Denise LaFrance, Beth Evans, Jill Martin, and Patty Falconer. Jean Finnerty and Linnea Nemeth were excused absences.
2. **MINUTES**—Minutes of the September meeting were approved on a motion made by Ann Schultz and seconded by Jill Martin. Unanimously approved.
3. **NON PUBLIC FORUM --- (EVERY OTHER MONTH)**
4. **REPORT OF THE LIBRARY DIRECTOR (SEPTEMBER) --** The Report of the Library Director was approved on a motion made by Dorothy Wagner and seconded by Cliff Blake. Unanimously approved.
5. **CORRESPONDENCE**—None to report.
6. **OLD BUSINESS**
 - A. Architectural Plan Updates: Final plans should be in next week and will go to facilities department to be reviewed before going out to bid. Hope to get final approval at the December 9 City Council meeting.
 - B. Relocation: Working with three moving companies to get quotes. Making plans to wrap and store artwork at City Hall during the renovation.
 - C. Boiler Replacement: Chimney liner could not be installed until November and it would require an extra expense of renting a lift. Decision made to temporarily direct vent the boiler and install the liner during renovation.
 - D. Book Delivery Service: Application form is complete and service has been advertised in newsletter.
 - E. Apple Harvest Day---October 5th: The Library will be closed so staff can participate in Apple Harvest Day. There will be a raffle, book giveaways, and registration for library cards. Library staff will be part of the Energy Commission Sustainability Fair at City Hall promoting Library of Things items.
 - F. Furniture and Fixtures---expo: Staff members attended the MHEC Furniture Expo in Worcester, MA on September 19. Spoke with several vendors in preparation for library relocation and renovation.
7. **NEW BUSINESS**
 - A. Programming ---2025: All library programming will take place in the McConnell Center beginning in January 2025.



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B. CAD Drawings: Staff from Community Services will assist library staff with the design of the temporary space in McConnell Center using CAD software.

8. ITEMS OF CONCERN: Jill Martin said Trustees would like to have a staff appreciation event. Cliff Blake cannot be at the Friends meeting on October 8 to represent the Trustees.

9. Adjournment-- The meeting was adjourned at 4:40 pm on a motion made by Jill Martin and seconded by Ann Schultz. Unanimously approved.

NEXT MEETING DATE: THURSDAY, NOVEMBER 7, 2024