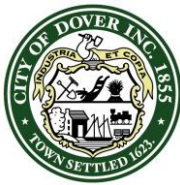


CITY OF DOVER

LIBRARY BOARD OF TRUSTEES---MINUTES

Meeting Type: Regular
Meeting Location: Dover Public Library, 73 Locust St., Dover, NH 03820
Meeting Date: **Thursday, November 7, 2024**
Meeting Time: **4:00pm**

1. **CALL TO ORDER**--The November meeting was called to order at 4:00 pm by Michael Egan. Also attending were Ann Schultz, Dorothy Wagner, Cliff Blake, Beth Evans, Jill Martin, Patty Falconer, Jean Finnerty, and Linnea Nemeth. Demise LaFrance was an excused absence.
2. **MINUTES**—Minutes of the October meeting were approved on a motion made by Dorothy Wagner and seconded by Ann Schultz. Unanimously approved.
3. **PUBLIC FORUM --- (EVERY OTHER MONTH) – No Comments**
4. **REPORT OF THE LIBRARY DIRECTOR (OCTOBER) --** The Report of the Library Director was approved on a motion made by Jill Martin and seconded by Dorothy Wagner. Unanimously approved.
5. **CORRESPONDENCE**—None to report.
6. **OLD BUSINESS**
 - A. Architectural Plan Updates: Library renovation bid documents went out to the four prequalified companies on October 23. Two companies attended the mandatory pre-bid meeting on October 31. Bids are due on November 20. Information will be taken to the Planning Board meeting on December 10 and the City Council meeting on December 11 for approval.
 - B. Relocation Dates: Library has contracted with National Library Relocations, Inc. to move a small core collection of materials and furniture to the McConnell Center. The Library will close on January 13 and staff and volunteers will have two weeks to prepare for the movers to come on January 27. The movers are anticipating that the job will take four days. We will open at the temporary location on February 3. The library will continue to host programs in January at the McConnell Center and offer curbside pick-up during the three weeks of closure.
 - C. Boiler Replacement: The boiler is running but with a few issues. These problems are being worked on by Siemens and should be resolved soon.
 - D. Book Delivery Service: Four patrons have registered for the service and several deliveries have been made.
 - E. CAD Drawings: Community Services has been working with library staff to complete CAD drawings of the design of temporary spaces in McConnell Center.



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, November 7, 2024**
Meeting Time: **4:00pm**

7. NEW BUSINESS

- A. Stafford County Genealogical Society: When the Society disbanded in 2015 and filed dissolution paperwork, it stated that 'all collections, records, and assets shall be donated to the Dover Public Library'. On October 8, the library received a check from the estate of Ann Elizabeth Williams for \$140,000 with no restrictions on the funds. There will be another distribution when the house is sold.
- B. Staff Changes: Amy Tilton and Evan McDuff resigned from their positions. Inga Gardner joined the Children's Room staff.

8. **ITEMS OF CONCERN:** Dorothy Wagner questioned how library staff is informing the public about the impending renovation and temporary move to the McConnell Center. Jill Martin suggested signage outside the library and the McConnell Center. Cliff Blake stated that the Trustees and Friends of the library could work on fundraising for furniture for the renovated library space.

9. **Adjournment--** The meeting was adjourned at 4:30 pm on a motion made by Ann Schultz and seconded by Dorothy Wagner. Unanimously approved.

NEXT MEETING DATE: THURSDAY, DECEMBER 5, 2024