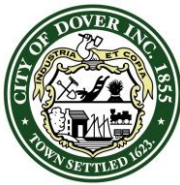


**CITY OF DOVER**

## LIBRARY BOARD OF TRUSTEES---MINUTES

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

1. **CALL TO ORDER**--The December meeting was called to order at 4:05 pm by Michael Egan. Also attending were Ann Schultz, Dorothy Wagner, Cliff Blake, Beth Evans, Jill Martin, Patty Falconer, Jean Finnerty, and Denise LaFrance. Linnea Nemeth was an excused absence.
2. **MINUTES**—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 --- (EVERY OTHER MONTH)**
4. **REPORT OF THE LIBRARY DIRECTOR (NOVEMBER) --** The Report of the Library Director was approved on a motion made by Ann Schultz and seconded by Jill Martin. Unanimously approved.
5. **CORRESPONDENCE**— The NH Municipal Trustees Association is looking for new members for their Board.
6. **OLD BUSINESS**
  - A. Architectural Plan Updates: Library renovation bids will be opened on December 17. Interviews with the two companies will take place on December 19.
  - B. Relocation Dates: Library staff is working internally to plan the move. Paintings will be wrapped and stored at the Community Services building. Maps will be housed at the Media Services Department.
  - C. Boiler Replacement: There a few loose ends that need to be addressed before the project is complete.
  - D. Book Delivery Service: Four patrons have registered for the service and several deliveries have been made.
7. **NEW BUSINESS**
  - A. McConnell Center Advisory Board: The Library Director attended the November meeting. She will continue to attend monthly meetings.
  - B. Fiscal Year '26 Budget: The Library Director has finished her part of the budget. Staff wages and benefits information is now being updated to get final amount.
  - C. Friends of the Library Fundraising: Meeting in November to discuss possible fundraising ideas. Working on setting up a system through Square so that people can easily donate by scanning a QR code. Discussing three tiers of donation levels; major corporations, small businesses, and individuals.
  - D. Per Diem Employees: Hired Sue Vincent as a per diem employee. The function



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of the per diem role is to substitute for staff taking time off primarily on the weekends.

E. Staff Development Day: The library will be closed on Friday, December 13 for Staff Development Day. In the morning, staff will work on packing and moving tasks and tour the new space at the McConnell Center in the afternoon.

**8. ITEMS OF CONCERN:** None.

**9. Adjournment--** The meeting was adjourned at 4:50 pm on a motion made by Dorothy Wagner and seconded by Ann Schultz. Unanimously approved.

**NEXT MEETING DATE: THURSDAY, JANUARY 9, 2025**