

**MINUTES** of the meeting of **THE BOARD OF TRUSTEES** of the **DOVER PUBLIC LIBRARY**  
March 2, 2006

Attending: Chairperson Susan Story Galt, Carol Boc, Michael Egan, Assistant Library Director Sandra Erdmann and Library Director Cathleen Beaudoin. Unable to attend were Arthur DuBois and Arthur Corte.

Chairperson Susan Galt called the March meeting of the Board of Trustees of the Dover Public Library to order at 1:05pm on the 2nd. The minutes of the February meeting were accepted unanimously on a motion made by Mrs. Boc and seconded by Mr. Egan. Mrs. Beaudoin read the Report of the Library Director for the month of February. The Report was accepted unanimously on a motion made by Mrs. Boc and seconded by Mr. Egan.

**Correspondence:**

The N.H. Library Trustees Association newsletter was received.

**Old Business:**

*Technology*—Ms. Erdmann reported that a review of the processes in Technical Services took place during the month which led to revising the duties held by staff in the Office.

*Patron Pre-overdue Notices*--- Ms. Erdmann noted that patrons are commenting on how pleased they are with the new notifications. Out of 5722 borrowers who had items due during the month of February, 2,175 received emails four days before their books were due.

*McConnell Center renovations*---The library has a full set of plans for the renovations going on “next door”. Currently the page showing the exterior work is posted on the main floor of the Library. Mrs. Beaudoin reported that while the community service staff is doing sewer and drainage work on that site they are also making repairs to the Library’s sewer and drain system. Work has already involved cutting down one of the trees on library property near the front book drop and may extend to taking down some of the hedges.

*FY’07 budget*— Mrs. Beaudoin presented the Library budget to the City Manager on Feb. 10. The budget is a 7.1% increase, mostly due to increases in line items beyond the Library’s control: personnel benefits, insurance costs, heating, and other building necessities. The City Manager asked Dept. Heads to come up with alternative budget scenarios showing a 3% increase and a 0% increase. Mrs. Beaudoin reported a 3% budget would mean cutting \$42,000 from the proposed budget. The major cuts would be closing Sundays and “zero-ing” out the publications line item of \$19,000, along with some other cuts. To come up with a 0% increase Mrs. Beaudoin presented a cut of \$72, 405, which includes the above mentioned cuts and additionally, closing Wednesday evenings, laying off two part time staff, cutting the number of story times by half, and cutting many more of the services we now offer.

**New Business:**

*Public Library Assn conference, March 21-25*— Since it is one of the few times ever that the conference is being held so close (Boston), this year seven staff members will attend the national conference at the Hynes Auditorium. They will travel at their own expense.

*IMLS award application*—Mrs. Beaudoin sent in a lengthy application for this \$10,000 national award for Museum and Library Services. The award will be made in the Fall.

*ICMA award application*—At the request of the City Manager, Mrs. Beaudoin filed an application for an award from the International City Managers Association. In her application, she detailed the cooperative efforts of all City Departments and the Main Street Association in producing the annual historical “Revealed” events.

*NH HB1120*—The bill that was proposed to legislate the use of the Internet in libraries by children never came to fruition.

*Board of Trustees email*—Since City Council members have been discussing the use of email, all Boards have been informed that at their discretion individual members can get a City email account to send agendas and minutes. The Trustees decided that because of their small size and the fact that they are just an advisory Board, they will continue operating as they currently do without the use of email.

*Goal-setting session w/City Council*—City Department Heads have been asked to attend the City Council's goal setting session on Saturday March 11 from 9-3.

*National Library Week plans, April 2-8*—Library staff will be offering two "Insider Tours" for the public during National Library Week. The tours are intended especially for those who may be thinking of becoming Librarians. A demonstration of how a book gets from order to shelf will be given on Tuesday morning April 4 at 10:30, and a tour of the Reference & Historical Rooms will be given on Thursday, April 6 at 10:30.

**Upcoming programs:**

Wed., Mar. 1: Foreign Film Night, 6:30pm (*Let the Church Say Amen*)

Wed., Mar. 1: Great Stone Face Reviewers' Club, 2:45pm

Tues., Mar. 7: Craft Club for 3<sup>rd</sup> & 4<sup>th</sup> graders, 3:45pm

Wed., Mar. 8: Friends of the Library meeting, 1:30pm

Tues., Mar. 21: Anime movie showing, 3pm (*Cardcaptor Sakura: The Clow*)

Wed., Mar. 15: "After School Wednesdays" movie, 3:45pm (*Shark Tale*)

Wed., Mar. 15: Friends' program: Alfred Watson---patriotic music, piano concert 7pm

Sat., Mar. 18: "Saturday Matinee", 2pm (*Ultimate Avengers*)

Sun., Mar. 19: Library Bookclub, 3:30pm (*The Curious Incident of the Dog in the Nighttime*)

Weds., Mar. 22: Craft Club for 1<sup>st</sup> & 2<sup>nd</sup> graders, 3:45pm

Art exhibit: Dover High School student art & Carol Castellan's photographs from Japan.

**Items of Concern:** None

**Adjournment:** On a motion made by Mrs. Boc and seconded by Mr. Egan, the meeting adjourned at 1:55pm.

**Next meeting date:** Thursday, April 6, 2006 at 1pm.

For the Board,

Sandra Erdmann  
Assistant Library Director