



CITY OF DOVER

LIBRARY BOARD OF TRUSTEES---MINUTES

Meeting Type: Regular Meeting
Meeting Location: Dover Public Library, 73 Locust St., Dover, NH 03820
Meeting Date: **Thursday, September 7, 2006**
Meeting Time: **1:00pm**

1. CALL TO ORDER

Chairperson Susan Galt called the meeting to order at 1:00 pm. Attending were Carol Boc, Arthur Corte, Michael Egan, Asst. Library Director Sandra Erdmann, and Library Director Cathleen Beaudoin. Arthur DuBois was absent.

2. MINUTES ---JUNE 1, 2006

The minutes of the June meeting were accepted on a motion made by Arthur Corte and seconded by Michael Egan.

3. REPORT OF THE LIBRARY DIRECTOR (JUNE, JULY & AUGUST)

Mrs. Beaudoin read the Report of the Library Director for the months of June, July and August. The report was accepted unanimously on a motion made by Carol Boc and seconded by Arthur Corte.

4. CORRESPONDENCE

Board members received NHLTA newsletters and notices of NHLTA fall workshops.

5. OLD BUSINESS

- A. **Technology** – Ms. Erdmann reported that it took three weeks to straighten out all the viruses that caused many problems in the public pcs in early summer. She also reported that she created a short document on troubleshooting PCs so that all staff might be helpful when it comes to dealing with the workload 32 PCs can create. Ms. Erdmann summarized the results of the technology planning survey of the public conducted in the summer, along with the suggestions and comments made.
- B. **McConnell Center construction/renovation**—Mrs. Beaudoin noted that the bookdrops are now placed on a cement pad on the back side of the monument and will be bolted down for permanent placement. She also noted that the sidewalks and handicapped parking slots are in and the construction in the whole outside area is winding down.
- C. **FY'07 budget**—The library budget ended up exactly at a 3% increase over last year after the City Council cut \$25,000 from personnel, making it a very tight year. Due to regular part time staff being moved to cover Sundays & the loss of funds for substituting when needed, a shortage of staff during regular weekday hours will result both in longer waits for patrons and curtailed service at times.

6. NEW BUSINESS

- A. **“Staying Connected” Technical Support Grant/ downloadable audio books**—The library received a \$600 grant for start up fees for a new program offered through the State Library that allows patrons to download books to their pcs, cds, and mp3 players.



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- B. **Bathroom renovations**—Flooring companies are submitting quotes to replace the floor tiles in the public restrooms. There is \$3,000 in the budget for this project.
- C. **Capital Improvement Plan requests 2008—2013** – Plans must be submitted every year and as far as 5 years out for projects over \$10,000 that can be considered in the City’s Capital Improvements Budget. Mrs. Beaudoin submitted figures for the book budget for each year, calling for a 5% increase a year. In addition in FY’09 a request was made for \$50,000 to replace the carpeting in most of the public areas of the building; in FY’11, a request was made for \$24,000 for three self checkout stations; in FY’12 a \$22,000 request was made for the replacement of two system servers; and in FY’13 a request was made for \$38,904 for a digital archiving system.
- D. **Incident Report form**—A new in-house form has been devised for staff to report any workplace disturbance or unusual occurrence so that administrators and coworkers will be alerted to all incidents.
- E. **Out-of-town genealogy research fees**—Currently we charge out of town residents \$5 for requests for genealogical information (mostly in the form of obituaries) which include 10 photocopies mailed. The requests can sometimes take our two reference librarians much of the time they could be using to help patrons and residents. Since our investigation shows that the NH Historical Society charges \$30 - \$40 an hour for research, it is time to reconsider our fee policy. The Trustees approved a motion made by Arthur Corte and seconded by Carol Boc to begin charging \$15 for up to half an hour of research of a one-time only initial query, and that \$15 would include up to 10 photocopies and mailing.
- F. **WorldCat link**—There is now a link to “Worldcat” on the Interlibrary Loan page of the library’s website (www.dover.lib.nh.us) that allows anyone to search all libraries worldwide for titles we don’t own. Once a patron knows that is owned by someone somewhere, they can ask us to get it with our Interlibrary loan request form.

7. UPCOMING PROGRAMS

Wed., Sept 6: Foreign film night---*Tsotsi*, 6pm
Sun., Sept. 10: Library Bookclub---*Housekeeping* by Marilynne Robinson, 3:30pm
Mon., Sept. 11: Storytime registration, 9am & 6pm
Wed., Sept. 13: Friends of the Library meeting, 1:30pm
Thurs., Sept 14: Staff training w/fire extinguishers, 2:30pm
Sat., Sept. 16: Saturday matinee---*Hoot*, 2pm
Wed., Sept 20: Friends program: Edie Clark---*New England: Myth or Reality*, 7pm
Art exhibit: Catherine Mckinna, Central Avenue photographs

8. ITEMS OF CONCERN



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Michael Egan asked how the building's roof held up through the summer storms. Mrs. Beaudoin replied that it has been fine so far, with no more leaks.

9. ADJOURNMENT

The meeting was adjourned at 2:10 on a motion made by Arthur Corte and seconded by Michael Egan.

10. NEXT MEETING DATE

THURSDAY, OCTOBER 5, 2006 @ 1:00PM
(ARTHUR DUBOIS'S LAST MEETING)

For the Board,

Sandra Erdmann
Assistant Library Director