



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, May 3, 2007**
Meeting Time: **1:00pm**

1. CALL TO ORDER

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

2. MINUTES ---APRIL 5, 2007

The April minutes were accepted on a motion made by Ann Schultz and seconded by Arthur Corte.

3. REPORT OF THE LIBRARY DIRECTOR (APRIL)

Mrs. Beaudoin read the Report of the Library Director for the month of April. The report was accepted on a motion made by Carol Boc and seconded by Ann Schultz.

4. CORRESPONDENCE

The New Hampshire Library Trustees' Association sent an invitation to its upcoming 50th Anniversary Gala.

5. OLD BUSINESS

A. **Technology**—Ms. Erdmann reported that no issues arose from the installation of the new Information Portal server on April 3. The install was smooth and successful with help from the City's IT staff. She also reported that after the compromised web server holding the library's digital images was fixed at the end of March, there were still major issues with speed connections for the library's public catalogs. Originally it was thought that the bottleneck caused by the web server traffic was slowing down the library's workstations, but it turned out not to be the case. Subsequently the connections for the catalog stations were moved over to the free Comcast wireless network and proved to give much faster service. All went well for about 2 weeks, until the wireless went down one day. It was discovered that any time the network box had to be rebooted the IPs changed causing loss of access to the databases the library offers its patrons such as Ebsco and Ancestry. Since this would necessitate staff having to call the State with new IPs every time there is an outage, Ms. Erdmann is working on establishing a static IP for the Comcast wireless which involves some negotiating on the City's part with Comcast since it would no longer be a free service.

B. **Building Repairs**— AC vents in the Children's Room were cleaned to remove mold and several minor plumbing issues were addressed in April. Due to the flooding storm in mid-April more slate came off the roof resulting in some wet, bulging ceiling areas. Repairs are on the City's list of estimates for "FEMA".



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C. FY2008 Library Budget—Mrs. Beaudoin was scheduled to appear before the City Council on April 18 when they were to hear the library's budget proposal. That hearing was rescheduled however to May 2.

D. City Master Plan – Facilities Chapter – At the end of April Mrs. Beaudoin submitted recommendations for a long-range plan of library space needs to be included in the City's newest Master Plan.

6. NEW BUSINESS

A. Volunteerism-- Mrs. Beaudoin reported that due to budget cuts at least one or two story times would be dropped from Children's Room programming. She stated that since then some well-intentioned people have come forward to offer to do story times. As a result Mrs. Beaudoin devised a treatise on why we can't let volunteers do story hours which has been published in the library newsletter and in the library blog as well as made available as a handout.

B. Children's Room staffing, programs and Summer Reading – Budget cuts which included the layoff of the full time Children's Librarian are necessitating much streamlining in the Children's Room. Mrs. Beaudoin reported that the Summer Reading program, as well as displays, crafts and other routine projects are all being trimmed to afford the remaining staff time to wait on patrons, to carry out collection development tasks, and generally fill in at the circulation desk.

C. Tax Help statistics— From February through April 15th, volunteer tax preparers at the library completed 228 federal tax returns for those seeking help. Of these they "e-filed" 213 returns and filled out 28 state returns. In addition they answered questions for 72 other taxpayers.

D. Student Poetry Contest—More than 400 entries have been received for the Library's annual student poetry contest. Winners will be announced at an "Evening of Poetry" on May 15, during which anyone who entered may read their poem to the audience.

7. UPCOMING PROGRAMS

Sun. May 6: last day of Friends' Spring Booksale
Mon. May 7: NHHC book discussion, 7pm (*Touching the Void*)
Wed. May 9: Friends of the Library meeting, 1:30pm
Sat. May 12: Saturday matinee, *The Queen*, 2pm
Tues. May 15: Evening of Poetry, 6:30pm
Sat. May 19: Saturday matinee, *Night at the Museum*, 2pm



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Wed. May 16: Friends program: Mac & Hutch: *Two Old Friends*, 7pm
Sun. May 20: Library Book Club: *Are Men Necessary?* by Maureen Dowd, 3:30pm
Sun. May 20: last Sunday hours of the season (resuming Sept. 9)
Mon. May 28: Library closed for Memorial Day Observance
Art exhibit: Watercolors by Doris Rice's Seacoast Art Assn's Thursday evening class

8. ITEMS OF CONCERN – NONE

9. ADJOURNMENT – THE MEETING WAS ADJOURNED AT 4:55 PM ON A MOTION MADE BY ARTHUR CORTE AND SECONDED BY CAROL BOC.

10. NEXT MEETING DATE – JUNE 7, 2007 @ 4:00 PM

FOR THE BOARD,

SANDRA ERDMANN