



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 6, 2007**
Meeting Time: **4:00pm**

1. CALL TO ORDER

Chairperson Susan Galt called the September meeting to order at 4:00 pm. Attending were Carol Boc, Michael Egan, Ann Schultz, Assistant Library Director Sandra Erdmann and Library Director Cathleen Beaudoin. Arthur Corte was absent.

2. MINUTES ---JUNE 7, 2007

The June minutes were accepted on a motion made by Ann Schultz and seconded by Carol Boc.

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 on a motion made by Carol Boc and seconded by Ann Schultz.

4. CORRESPONDENCE

The New Hampshire Library Trustees' Association sent an announcement of its fall workshops.

5. OLD BUSINESS

A. Technology—Ms. Erdmann reported that database cleanup has been ongoing over the summer which included purging long-expired student and teacher records for the schools. Subsequent to a new modem box being installed by Comcast, the wireless network still goes down a couple of times a week. Five new PCs have arrived after 3 were purchased with funds from the Friends of the Library and 2 from the Library budget. These 2 are replacing staff PCs, and the 3 from the donation will replace older PCs dedicated to public Internet use.

B. Library roof repairs — Since the roofers came in June to replace the slates in the areas that were leaking, there have been no leaks. However there will be further roof needs assessment as part of a project that went out for bid on the McConnell Center to determine if more needs to be done to the Library's roof.

C. Summer reading programs — The Children's summer reading program had 517 children registered, and 102 teens participated in the teen summer reading program. 193 children attended the end of the summer reading program party on the morning of August 10.

D. Children's Room programs, staffing and story time scheduling – With the staffing cut in the Children's room, office staff are being used as subs and additional "hands" when needed. The usual 7 story times offered in past years have been cut to 6, with the HUB picking up the Monday morning program the Library has dropped. In order for the staff to take on the extra duties of acquiring materials for the collection, weeding, and program preparation, the story hour sessions have been reduced from 6 weeks to 5 weeks, giving the staff two weeks in between sessions for other work. The result is that we now offer 160 sessions per year as opposed to 210.



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6. NEW BUSINESS

- A. Parking lot paving --** The parking lot will be torn up, graded, repaved and parking spaces re-marked during the last week in September. Since the lot is heavily used not only by the public but by city employees, there will be a lot of forewarning and publicity before the lot is nearly closed down for the week. Shuttles will be provided for employees who will have to park elsewhere during that time. When the lot is done there should be an additional 15 parking spaces.
- B. Courtesy phone removed –** The courtesy phone in the downstairs hallway was stolen near the end of August. Since this was about the 6th time the phone was taken, the phone line has been canceled and the phone will not be replaced. Users will be directed to the public phone in City Hall, unless it's an emergency. Children who need to call home are always able to use the Children's Room phone.
- C. FY2009-2014 Capital Improvement Program –** The proposal for improvements for the library that fall into the CIP includes an increase in the book budget each year of 5%. Also being requested is new carpeting for the building in FY'09 since some of the carpeting is up to 20 years old in places. Automation software and hardware equipment needs are also included as a request in FY'12.
- D. Drop-off location for Main Street —**The library has agreed to be a collection spot for used cell phones and ink cartridges to benefit Dover's Main Street program.
- E. Friends of the Library programs '07-'08/new meeting time –** The fall schedule of free programs offered to the public has been published. Programs will take place on the evenings of September 19, October 17, and November 14. The Friends have decided to change their monthly meeting times on the second Wednesday of the month from 1:30 to 5:30 pm in an effort to accommodate members who work. The second Wednesday meeting will now be from 5:30 – 7 pm.

7. UPCOMING PROGRAMS

Sept. 1-3: Library closed for Labor Day holiday
September 8: full-day Saturdays resume (9-5)
September 9: Sunday afternoon hours resume (1-5pm)
Mon. Sept. 10: Story time registrations, 9am & 6pm
Wed. Sept. 12: Friends of the Library meeting, 5:30pm
Sat. Sept. 15: Movie matinee, *Blades of Glory*, 2pm
Mon. Sept. 17: Fall story times begin
Wed. Sept. 19: Friends program: *The Call of the Pipes*, Julie Hahnke, 7pm
Sat. Sept. 22: Movie matinee, *We Are Marshall*, 2pm



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Sun. Sept. 23: Bookclub, *March* by Geraldine Brooks, 3:30pm
Sat. Sept. 29: Movie matinee, *Gracie*, 2pm
Art exhibit: paintings and sculpture by Vivian Bingham, Richard Brown Lethem, Jane Kaufmann, Chris Cook, and Natasha Mayers

8. ITEMS OF CONCERN – NONE

9. ADJOURNMENT – THE MEETING WAS ADJOURNED AT 5:00 PM ON A MOTION MADE BY CAROL BOC AND SECONDED BY MICHAEL EGAN.

10. NEXT MEETING DATE – THURSDAY, OCTOBER 4, 2007 @ 4:00 PM

FOR THE BOARD,

SANDRA ERDMANN