

**MINUTES** of the meeting of **THE BOARD OF TRUSTEES** of the **DOVER PUBLIC LIBRARY**  
January 13, 2005

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

Chairperson Susan Galt called the January meeting of the Board of Trustees of the Dover Public Library to order at 1:10pm on the 13<sup>th</sup>. The meeting was postponed from the 6<sup>th</sup> due to weather. The minutes of the December meeting were accepted unanimously on a motion by Mr. Corte and seconded by Mrs. Boc. The Report of the Library Director for the month of December was accepted unanimously on a motion by Mr. Corte and seconded by Mrs. Boc.

**Correspondence:** Mrs. Beaudoin announced receipt of a letter from the Cable Franchise Committee asking for feedback on the needs of the City as a Cable customer, in reviewing for a new contract.

**Old Business:**

*Technology* --- Ms. Erdmann reported that the past month was spent refining the Horizon system, and in online training for “ReportSmith”, a product to be used with the system to generate reports.

*McConnell Center/Library Bridge*---Mrs. Beaudoin showed the architect’s preliminary plans and drawings for the proposed skybridge between the two buildings.

*FY’06 Budget*—On December 15<sup>th</sup>, Mrs. Beaudoin submitted the library’s preliminary budget asking for \$1,135,082. The budget represents an 11% increase over last year, with most of that coming from the rise in cost of personnel benefits, as well as heat and gas and maintenance of the new automation system. Other than a request for an increase in the book budget to bring it back to the FY’02 level, there were no requests for new personnel or hours.

**New Business:**

*Unattended child incident*—Mrs. Beaudoin, along with the Children’s Librarian Marcia Cannon, composed and sent a letter to the parents of 3 boys who were left for long periods of time in the Children’s Room. One of the three was a six- or seven-year old who was left in the care of the two older boys, ages 11 and 9. Library staff was concerned for the safety of the young one when he was seen following others into the parking lot and wandering off by himself at other times also. The letter to the parents reiterated the library’s policy that a sibling left in charge of a younger one has to be at least 13, and no one under age 8 be left unattended. Although the older children have been back to the library, the younger one has not since been left at the library, and the parents have not responded.

*Further Rotary donation*—The Rotary Club announced that it is once again going to donate about \$2000 this year for the purchase of “coffee table books”---books that are sometimes outside of the realm of the normal library book budget. Once again, each book will be signed by a Rotary speaker and donated to the library in the speaker’s name.

*Nordgren donation for audiobooks*—Elizabeth Nordgren donated \$250 in December for the library to purchase unabridged audios in the new year.

*Heritage Quest and Ancestry Plus databases*—These online databases are state subsidized and offered to NH libraries. Heritage Quest is available for anyone logging in to the library’s site or catalog from home or inhouse, while the new “Ancestry Library” database is available only inhouse.

*New England Historical & Genealogical Society databases*—In the past, the library’s purchased membership allowed for one PC to access these databases, so database use was limited to the library’s Reference desk. Now, through an institutional membership we will be capable of allowing everyone to access these databases.

*Tax forms and VITA help*—The library has tax forms available once again. Also again this year, the Volunteers for Income Tax Assistance will offer their tax help to the public here at the library beginning February 1<sup>st</sup>, on Tuesdays, Thursdays, and Saturdays, from 9 to noon in the Lecture Hall.

*Carnegie Building 100<sup>th</sup> Anniversary celebration in July*—The 100<sup>th</sup> anniversary of the library building is July 19. Ideas for a celebration are being entertained.

*Date change for February meeting (to February 10)*—Since Mrs. Beaudoin will be away, she asked that the meeting be moved to February 10<sup>th</sup>.

*Upcoming special programs:*

January Thursdays:	weekly film series for children 3:45pm in Lecture Hall
Mon., January 3:	Story Time registrations for next six-week session (1/19—2/18)
Weds., January 5:	Great Stone Face Book Reviewers Club, 5 <sup>th</sup> & 6 <sup>th</sup> graders, 2:45pm
Weds., January 5:	Foreign Film Series <i>Rage in Placid Lake</i> (Australia), 6:30pm
Thu., January 6:	Community Music Class for Preschoolers by Parade Hill Music, 10am
January 9-15:	“Dancing Dragons” at the Make-It, Take-It table in the Children’s Room
Weds., January 12:	Craft Club for 3 <sup>rd</sup> & 4 <sup>th</sup> graders, Children’s Room, 3:45pm
Weds., January 19:	Friends program---Canterbury Brass with Crystal Wilson, 7pm
Tues., January 18:	YA anime film: <i>Millennium Actress</i> , 3pm
Sun., January 23:	Bookclub discussion: <i>The Life of Pi</i> by Yann Martel, 3:30pm
Weds., January 26:	Craft Club for 1 <sup>st</sup> & 2 <sup>nd</sup> graders, Children’s Room, 3:45pm

*Items of Concern*—Mrs. Beaudoin would like to establish a new policy for giving free card privileges to former employees. She also read from the Webstats Report for the past year in which “hits” on the library’s website totaled 741,616 or 2026 per day. As of today the library’s new web page debuted with a whole new look.

*Adjournment*--- The meeting adjourned at 2:02 after a motion was made by Arthur Corte and seconded by Mrs. Boc.

**Next meeting date: Thursday, February 10, 2005 @ 1 PM**

For the Board,

Sandra Erdmann  
Assistant Director