

**MINUTES** of the meeting of **THE BOARD OF TRUSTEES** of the **DOVER PUBLIC LIBRARY**  
June 2, 2005

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

Chairperson Susan Galt called the June meeting of the Board of Trustees of the Dover Public Library to order at 1:00 pm on the 2nd. The minutes of the May meeting were accepted unanimously on a motion made by Mr. Egan and seconded by Mr. DuBois. The Report of the Library Director for the month of May was accepted unanimously on a motion made by Mr. DuBois and seconded by Mr. Corte.

**Correspondence:** A letter was received from the Attorney General reviewing trust funds held by Trustees. The Dover Library trustees hold no trust funds.

**Old Business:**

*Technology* --- Ms. Erdmann reported that the new overdue email notification system is now in place. After the first week there were many procedural issues to contend with, but other than that the public is very receptive to the idea of receiving notices via email. Ms. Erdmann also reported that the library is beginning to replace some of the computer hardware that is coming up on 3 years old. In the past two weeks, two hard drives and two monitors broke down and were replaced at no cost by Dell because they were still under a maintenance contract.

*Comcast WiFi circuit* --- Representatives from Comcast will be visiting the library building to map out where they will put “drops” for a wireless network in the building. This service will be free to us, and will be separate from the City network.

*Carnegie Building 100<sup>th</sup> Anniversary celebration*— Ms. Beaudoin reported that a caterer has been engaged for the July 21<sup>st</sup> celebration, to supply platters of cheese & crackers, veggies & dip, and fruit. A local graphic designer has agreed to come up with a new logo for the library incorporating the current “V-Book” design along with the phrase “solutions and delights” from our mission statement. There will be no cost to us, and the new logo will be unveiled during the evening’s celebration. On Monday, June 6 the library quiz contest will be available for the public to answer to win a new library book bag outfitted with a beach towel with the Dover Public Library “insignia” and six paperbacks. At the Celebration, the winners will be drawn from all correct entries.

*FY’06 Budget*— The City Council passed the budget at their June 1<sup>st</sup> meeting with the final cut to the library budget being a little less than \$2,000.

*ALA policy review: “Labels and Rating Systems”*--- This second in a series of Dover Library policies to be reviewed by the Board for adoption or possible revision was adopted with no further discussion on a motion made by Mr. Corte and seconded by Mr. Egan.

**New Business:**

*E-mail notices and holds* – After three weeks of gathering email addresses and emailing holds and overdues, the system is running smoothly. Ms. Erdmann stated that so far only 1000 email recipients have been set up out of a possible 8000 active patrons, and a possible 15,000 registered Dover Library patrons.

*Summer Reading Programs* – Both the children’s and teen summer reading programs are all set to kick off on June 27 when registration begins. “Camp Read-a-Lot” is the theme for the program in the Children’s Room.

*ALA policy review: "Guidelines for the Development and Implementation of Policies, Regulations, and Procedures Affecting Access to Library Materials, Services and Facilities"* – Mrs. Beaudoin is presenting this general/boilerplate policy that was newly revised and adopted by the ALA in January for possible adoption by the Dover Library Trustees at their next meeting.

**Upcoming programs**

Friday, June 3: Clifford the Big Red Dog, 1:30 pm

Tuesday, June 7: Baby Listeners lapsit program 10am

June 13-18: "Make-It, Take-It" craft: vehicle clothespin magnet

Tuesday, June 14: YA Anime Film: *AH! My Goddess!* 3pm

Monday, June 27+: Registration for children's and teens' summer reading program begins

**Items of Concern** – None

**Adjournment** – The meeting was adjourned at 1:45 after a motion was made by Mr. Corte and seconded by Mr. Egan.

**Next meeting date: Thursday, September 1, 2005 @ 1 PM**

For the Board,

Sandra Erdmann,  
Assistant Director