

MINUTES of the meeting of **THE BOARD OF TRUSTEES** of the **DOVER PUBLIC LIBRARY**
September 1, 2005

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

Chairperson Susan Galt called the September meeting of the Board of Trustees of the Dover Public Library to order at 1:00 pm on the 1st. The minutes of the June meeting were accepted unanimously on a motion made by Mrs. Boc and seconded by Mr. Corte. The Report of the Library Director for the months of June, July and August was accepted unanimously on a motion made by Mrs. Boc and seconded by Mr. Corte.

Correspondence: Trustees received an announcement from the NH Library Trustees Association soliciting award nominations. They also received a notice of the Fall Workshops being offered by the Association.

Old Business:

Technology --- During August Ms. Erdmann held some workshops with the school librarians to give additional training in the use of specific facets of the new Horizon system.

E-mail notices and holds—Ms. Erdmann reported that the new system is going well. 2061 patrons have registered to receive overdue notices via email and 1580 of those also wish to receive notices of their reserves. The library is now sending nearly 600 emails a month or about 150 a week, and 225 printed notices or about 48 a week. Due to the success of using email, the library is able to now send two overdue notices via email before an item becomes lost and the patron is billed. The first notice is sent 8 days after an item is overdue when it was formerly sent at 14 days overdue, and the second notice is sent on the 16th day.

Comcast WiFi circuit --- A wireless network was set up in the Library in August by the City IT team, courtesy of Comcast. Handouts are available in the library to anyone needing more information about settings or troubleshooting. The City's Policy on using the network is also being given out to users. The wireless network helps expand the library's services.

Carnegie Building 100th Anniversary celebration— Ms. Beaudoin recapped the event that took place in July by saying that it was a great success and well attended.

Summer Reading programs—Mrs. Beaudoin reported that both the Children's and Young Adult summer reading programs had the highest participation this summer in over a decade.

ALA policy review: "Guidelines for the Development and Implementation of Policies, Regulations, and Procedures Affecting Access to Library Materials, Services and Facilities"--- This policy is a 2005 revision of a policy originally adopted by the ALA in 1994. It is basically an umbrella policy used when devising other policies and calls for all policies to be fair and equitable for all groups of users. The guidelines call for all policies to be "the least restrictive", giving the majority of users rights "to free, equal, and equitable access to library resources, services, and facilities". The "Guidelines" policy was adopted on a motion made by Mr. Corte and seconded by Mr. Egan.

New Business:

CIP FY'07—Requests for funds for Capital Improvements through FY' 12 must be sent in to the City Manager by September 14. For the library this includes funding for books. Mrs. Beaudoin is requesting a 5% increase in the book budget each year of the next 6 years, which results in a total funding request of \$642,000. In addition to books, other major improvements requested are 3 self

Check Out stations for a cost of \$56,475 in year 2011, and in year 2012 a digital library product for \$39,000.

Roving—Mrs. Beaudoin reported that the library began a trial program of freeing one staff person from desk duties to walk around the building and help patrons, whether with machines or readers' advisory or instruction. Unfortunately the trial highlighted the fact that there was just not enough personnel to carry out the program effectively as it is done in bigger libraries with more staff.

Logo—The new logo, adopted at the 100th anniversary celebration, is now being used on everything the library publishes. It will also appear on newly printed library cards.

Film Schedule—Mrs. Beaudoin presented the performance License the library purchased to show first run movies in-house. A brochure detailing the library's upcoming film schedule is now ready out to the public.



to hand

Patriot Act re-authorization by Congress—The FBI may have a tougher time coming into libraries looking for information since the Patriot Act is now up for revision.

City of Dover Wireless Policy—Mrs. Beaudoin asked the Trustees to endorse the City of Dover's wireless policy which she presented to the board.

Personnel Changes—During the summer two new after-school pages were hired, as well as a morning page who subsequently left after a month to take a full time job. She was immediately replaced with another new morning page. Diane Lynch, an adult circulation assistant, also left in August to take a full time job after finishing her MLIS in July. She is being replaced by Melissa Doucette who will begin on September 13.

Patron banned—After several issues and incidents over the past year with Tom Flanagan, a patron who "inhabited" the library on a near-daily basis, Mrs. Beaudoin served him with a letter banning him from the library and its premises. The letter was handed to Mr. Flanagan in person with a police officer present and he was immediately escorted out of the building. In banning Mr. Flanagan, Mrs. Beaudoin cited the offenses listed in the "Patron Behavior Policy" adopted by the Trustees earlier this year.

Upcoming programs

Tuesday, Sept. 6: Storytime registrations open

Sunday, Sept. 11: Sunday afternoon hours resume (1-5pm)

Sunday, Sept. 18: Library Bookclub, 3:30pm (*Everything is Illuminated* by Jonathan Safran Foer)

Tuesday, Sept. 20: Anime movie showing, 3pm

Wednesday, Sept. 21: "After School Wednesdays" movie (*Madagascar*) 3:45pm

Friends' program: author James Fender (Geoffrey Frost, mariner of Portsmouth series), 7pm

Saturday, Sept. 24: "Saturday Matinee", 2pm (*Hitchhiker's Guide to the Galaxy*)

All Month: Art exhibit-- photographs by Eric Sinclair

Items of Concern – The Board of Trustees congratulated and commended Mrs. Beaudoin on the anniversary of her 30th year as a staff member of the Library, as they proceeded out of the meeting to a surprise reception for her across the hall.

Adjournment – The meeting was adjourned at 2:00pm after a motion was made by Mr. Egan and seconded by Mr. Corte.

Next meeting date: Thursday, October 6, 2005 @ 1 PM

For the Board,

Sandra Erdmann,
Assistant Director