



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

### 1. CALL TO ORDER

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

### 2. MINUTES ---NOVEMBER 1, 2007

The November minutes were accepted on a motion made by Carol Boc and seconded by Michael Egan.

### 3. REPORT OF THE LIBRARY DIRECTOR (NOVEMBER)

Ms. Erdmann read Mrs. Beaudoin's "Report of the Library Director" for the month of November. The report was accepted on a motion made by Ann Schultz and seconded by Carol Boc.

### 4. CORRESPONDENCE

None.

### 5. OLD BUSINESS

- A. Window replacement** — The final trim on the new library windows was finished at the end of November. The whole project went very smoothly and everyone is happy with the replacements.
- B. Roof repair** – Ridge vent flashing was torn off part of the roof during an early November storm which also caused the formerly repaired roof leak over the landing between the main floor and top floor to open up again. A&M roofing will reinstall the copper flashing that had been attached just the month before and repair the leak once again.
- C. Parking lot paving** -- The final paving of the library lot was completed on November 12. The lot was re-striped on November 19<sup>th</sup>, with all spaces being turned 90 degrees. The result is safer access to spaces and the addition of 14 new parking spaces. All comments have been very positive.
- D. Building security** – Due to the suspicion that several incidents may have occurred in which persons unknown have been spending nights in the library, the Police Department has sent officers to help staff sweep the building at closing. After one of these occasions Mrs. Beaudoin received a call at home at 11pm about a back door that was unlocked. Upon investigation, it turned out to be the exterior exit door from the emergency stair tower which had always been locked. When a locksmith came the next morning he discovered that the locking mechanism inside the door had broken and thus the knob turned freely, possibly letting people inside after the building was closed. The lock was replaced with a steel panel on the outside so that it is now impossible to enter through that door, still leaving a crash



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bar on the inside for an emergency exit. There was one more incident in which a light was on after closing although staff members were absolutely sure all lights were off when they left. The police will continue to monitor the building after hours and they have asked for a key so they can enter at odd hours.

### 6. NEW BUSINESS

- A. "The War Tapes" film showing –** A Dover Library showing of this documentary filmed by NH soldiers in Iraq will take place as part of a State library project. The film, which is a neutral look at life as a soldier in Iraq, will be shown in more than 12 libraries across the state with much statewide publicity provided by the NH State Library. Our own movie license will cover the showing of the program except for about \$65 which the Friends of the Library will pay. The showing will be sometime early in the new year on a date of our own choosing.
- B. PLA "Grow Your Own" Grant application –** The Public Library Association will be awarding nine public libraries \$8,000 worth of scholarship money this spring to be used for employees working toward obtaining an MLS. Three staff members from the Dover Library's children's room worked jointly on submitting an application for this grant. Should the Dover Library receive such a grant, the Friends of the Library may be interested in matching the tuition grant.
- C. Citation in Walt Crawford's blog book —** The Dover Public Library's blog has been included in a new book by library/media/tech guru Walt Crawford called "Public Library Blogs: 252 Examples". He calls our blog a "robust ,varied blog offering a variety of voices on a variety of topics."
- D. FY 2009 Budget process—**Mrs. Beaudoin received the schedule for new budget preparation which directs her to submit a budget January 1<sup>st</sup> with no new position or program requests. The direction was given to keep it minimal and to be looking for revenue increases. Some ideas we might look at are raising nonresident fees again, charging fees for meeting room use by "profit" agencies, increasing fees for genealogy requests and all public printing, increasing fines on DVDs and instituting a fee for exam proctoring.
- E. Technology—**Ms. Erdmann announced that the library has purchased and installed a new security program for all its public PCs called "Cornerstone". Cornerstone is the updated version of the "Centurion Guard" program currently installed on the PCs. In addition to the purchase of 15 Cornerstone licenses, the library also purchased a Cornerstone Control station which has been installed on a server in the computer room. From that central station, all public computers with the security program



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installed can be scheduled to shut down at night and turned on every morning without human intervention. A schedule is also set up to shut down and reboot the computers one evening a week during which time the security is disabled so that antivirus and windows updates can run while the library is closed. After the updates are finished the PCs are shut down for the night and wake again the next morning. So far a trial involving 4 PCs proves that the control center works well. This new automated process saves a lot of staff time at closing and opening, since there are about 20 workstations that need to be turned on and shut down each day we are open. Ms. Erdmann also reported on her time at the recent CODI (Customers of Dynix Inc) conference held in Pittsburgh. She noted that the 600 attendees who are using the same library automation system as the Dover Library learned what the future is going to hold when the current library automation system (Horizon) is phased out and the new system (Symphony) takes over. She attended demonstrations of the new system and was able to meet with company representatives to lay out a plan. Since the company declared it will support the present system for several more years, we will be one of the "later" libraries to migrate, choosing instead to go with whatever interim upgrades we can get and adopting a wait and see attitude about the path of the new system.

### 7. UPCOMING PROGRAMS

Sat. Dec. 1, 8, 15: free matinee film showings, 2pm  
(*Ratatouille; Santa Clause III; Harry Potter & the Order of the Phoenix*)  
Dec. 9-15: "Make-It, Take-It" Christmas craft in the Children's Room  
Dec. 24 & 25: closed for Christmas holiday; Dec. 31 close at 4pm  
Art exhibit: Watercolors and prints by Jane O'Connell

### 8. ITEMS OF CONCERN – NONE

### 9. ADJOURNMENT – THE MEETING WAS ADJOURNED AT 4:45 PM ON A MOTION MADE BY ANN SCHULTZ AND SECONDED BY MICHAEL EGAN.

### 10. NEXT MEETING DATE – THURSDAY, JANUARY 3, 2008 @ 4:00 PM

FOR THE BOARD,

SANDRA ERDMANN