



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, January 3, 2008**
Meeting Time: **4:00pm**

1. CALL TO ORDER

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

2. MINUTES ---DECEMBER 6, 2007

The December minutes were accepted on a motion made by Michael Egan and seconded by Arthur Corte.

3. REPORT OF THE LIBRARY DIRECTOR (DECEMBER)

Mrs. Beaudoin read the Library Director's report for the month of December. The report was accepted on a motion made by Michael Egan and seconded by Arthur Corte.

4. CORRESPONDENCE

Chairperson Susan Galt noted that the NH Library Trustees Association newsletter was received.

5. OLD BUSINESS

- A. Window replacement** — Since the window project was totally finished with new caulking and all replacement parts, the next step is to purchase new shades for all the basement windows and some replacements for a couple of other windows in the library. The Friends of the Library will supply funds for the shade purchases.
- B. Roof repair** – Reinstallation of the copper flashing and repair of that part of the roof that caused a new leakage in November still has not been done by A & M roofing. The library now has a comprehensive report from a roof consultant hired by the City that details a study done of the Library's roof. The problems are in the newer part of the roof where the addition's roof connected with the old slate roof; the estimate for repair of these issues is about \$35,000-\$40,000. The part of the slate roof that is 102 years old is in good shape, but at this point about \$7,000 would be needed to fix other weak areas. It is suggested that the work be done by someone experienced with working with slate, not just a roofing company.
- C. Building security** –Further building fixes that could improve security include replacement of the two doors in the basement on the driveway side. At present, these doors can easily be pushed in with a good shove. Glass Routes won the bid to replace the doors, which will include one larger door and one smaller taking up the same area where there are two equal-sized doors now. In addition, Burns Security will assess the building for the installation of a possible security system that would be "bat proof".



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- D. DMEA contract** – On December 12 the City Council approved a contract with the municipal employees including library staff, after two and a half years of stalled negotiations. Employees will receive cost of living increases they would have received for the past two years with no retroactivity, and will take on a 20% share of the cost of insurance, up from 9%. This contract already expires June 30, 2008.
- E. FY'09 Budget** – Mrs. Beaudoin passed out a proposed fee schedule for establishing new fees as well as raising current fees in order to bring in more revenue for the City. Fees being considered include raising nonresident fees, charging fees for meeting room use, increasing fees for genealogy requests and all public printing, increasing fines on DVDs and instituting a fee for exam proctoring. The proposed fees would raise the library's revenues by 83%.

6. NEW BUSINESS

- A. Skylight** – Since an exterior panel of one of the skylight windows in the addition shattered in December the City is trying to get bids for repair. So far there has been no interest. The shattered skylight cannot be covered with plywood because there is nothing to attach it to since all the skylights are connected; for now there is yellow "crime scene" tape around the area in the room underneath. Mrs. Beaudoin is trying to find out if there is any money left from the window replacement project that could be used to replace all the skylights at once.
- B. Finlay Foundation**—Robert and Karen Finlay, who live in Peterborough NH, are extending an opportunity for libraries to win \$25,000. Toward their objective to "energize the cultural workforce", they will give the first three libraries who have the greatest increase in membership \$25,000 each. The Dover Library will apply.
- C. Library Worth calculator** — The Maine State Library developed this program that lets a user calculate how much using the library is saving them. We will be putting it up on our library website so that our own patrons can determine how much they save by what they borrow from the library during the course of a year.
- D. Comparison statistics**—Mrs. Beaudoin did a comparison study of library statistics from 17 NH cities and towns for use in planning and comparing our budget. The categories compared are population, library circulation, hours open, staffing levels, population served per full time employee, and circulation transactions processed per full time employee.

7. UPCOMING PROGRAMS

Wed. Jan. 2: film showing (*Once*), 6pm



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Sat. Jan. 5, 12, 19, & 26: free matinee film showings, 2pm

(*The Simpsons; Stardust; Underdog; Bourne Ultimatum*)

Mon. Jan 7: Story Time registration, Children's Room

Sun. Jan. 13: Bookclub--- *Fires in the Dark* by Louise Doughty

Wed. Jan. 16: Friends program: *Songs I Delighted to Hear*, 7pm

Mon. Jan 21: closed for Martin Luther King, Jr. holiday

Art exhibit: Watercolors and prints by Jane O'Connell

- 8. ITEMS OF CONCERN – TRUSTEE MICHAEL EGAN EXPRESSED HIS "TOTAL AGREEMENT" WITH THE GOALS OF MAINTAINING LEVELS OF SERVICE AND STAFFING BUT IS CONCERNED ABOUT TOO MUCH OF AN INCREASE FOR NONRESIDENT BORROWERS.**

MRS. BEAUDOIN ANNOUNCED THE NEWS THAT MARCIA CANNON, THE CHILDREN'S LIBRARIAN WHO WAS LAID OFF LAST JUNE, HAS ACCEPTED A POSITION AS CHILDREN'S LIBRARIAN FOR THE MARBLEHEAD (MA) PUBLIC LIBRARY.

MRS. BEAUDOIN BROUGHT UP A PATRON COMPLAINT ABOUT INTERNET USERS PLAYING VIDEO GAMES NEXT TO THOSE WHO ARE TRYING TO CONDUCT BUSINESS OR USE EMAIL. SHE STATED THAT OUR POLICY DOES NOT RESTRICT USE ALONG LINES OF ENTERTAINMENT OR BUSINESS, BUT WE WILL MAKE A CONCERTED EFFORT TO GIVE OUT EARPHONES AND KEEP THE NOISE DOWN.

- 9. ADJOURNMENT – THE MEETING WAS ADJOURNED AT 5 PM ON A MOTION MADE BY ARTHUR CORTE AND SECONDED BY MICHAEL EGAN.**

- 10. NEXT MEETING DATE – THURSDAY, FEBRUARY 7, 2008 @ 4:00 PM**

FOR THE BOARD,

SANDRA ERDMANN