



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, February 7, 2008**  
Meeting Time: **4:00 pm**

### 1. CALL TO ORDER

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

### 2. MINUTES ---JANUARY 3, 2008

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

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

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

### 4. CORRESPONDENCE

Mrs. Beaudoin handed out an NHLTA manual to each trustee. The manual mostly pertains to library trustees who control library finances and supervise the Library Director.

### 5. OLD BUSINESS

- A. Window/skylight replacement** — A bid "conference" will take place on February 21<sup>st</sup> for vendors to view all the skylights that need repair. A preliminary estimate asked for \$2,480 for one window, with the cost of repairing all at the same time estimated at \$11,229. An official bidding process will take place before repairs can finally be made and it is hoped to have all skylights replaced in one project. Funds will have to come out of the current Library's operating budget.
- B. Roof repair** – The work promised in November by A&M Roofing has not been done yet.
- C. Building security** – A new simple security system will be installed by Burns Security for \$1200. The system won't recognize anything less than 25 lbs, so bats should not interfere with the system designed to detect someone in the building after hours.
- D. FY'09 Budget** – Since Mrs. Beaudoin has not received any personnel figures yet, the proposed library budget is not ready. She has been alerted that since the total City budget's spending can only go up by about \$150,000 there will be a lot of work needed to pare down every department's budget.



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**E. Library Worth calculator** – The program developed by the Maine State Library that lets a user calculate how much using the library is saving them is now up on our library website. The program had its debut on January 24<sup>th</sup> with the help of one of the "Friends of the Library", Greg Goodwin, who was able to perform java script and html miracles so that it works for our patrons.

### 6. NEW BUSINESS

**A. Gates Foundation grant** – The Gates foundation will once again extend funds to libraries to replace public PCs when certain criteria are met. The guidelines include a certain poverty level of the area, age and number of computers offered to the public, and an ability to come up with a 25% match of funds in the first year and 50% match for the second year. The Dover Library is being considered after a simple application was filled out and an inventory sent in. Notification will be made by April 1<sup>st</sup>.

**B. New "Continuous Book Sale"**— Since more shelving has become available in the "Internet Room" it was decided that this area would be conducive to selling many of the books donated to the Friends of the Library and that this could be done on a year-round basis. Thus began a "continuous book sale" on January 24<sup>th</sup>. The sale should eliminate the need for twice yearly book sales, which means the Friends could forego the April book sale next year and go back to having just their annual two-week-long Fall book sale.

**C. Sale of flash/thumb drives** – 512mg USB drives are now available for \$8 at the circulation desk for those needing to save their work at the public computers. The flash drives are being sold at cost.

**D. Videos withdrawn**—Since the use of videos has dropped tremendously and use of DVDs has increased accordingly, the library will no longer add videos to the collection, and has withdrawn both adult and children's videos. Loan periods for DVDs have been shortened from 2 weeks to 1 week, and the "hold" period from 5 days to 3 days so that patrons can get their desired DVD more quickly.

### 7. UPCOMING PROGRAMS

Sat. Feb. 2: AARP Tax-Aide help begins (through Apr. 15): Tu, Th, and Sat. 9-12

Sat. Feb. 2, 9, 16, & 23: free matinee film showings, 2pm

*(Shrek the Third, Jane Austen Book Club, Gone Baby Gone, Becoming Jane)*

Wed. Feb. 6: film showing, 6pm--- *The War Tapes*

Sun. Feb. 10: Book club--- *To the Wedding* by John Berger

Tues. Feb. 12: State of the City Address, 7:30 am



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Thurs. Feb. 14: Dover Reads kickoff, City Hall, 4pm (*Tuttle's Red Barn*)  
Wed. Feb. 20: Friends program: *Parents in Charge* w/ Melissa Royer, 7pm  
Mon. Feb. 18: closed for Presidents Day holiday  
Feb. 24—29: Make-It, Take It craft assembly in Children's Room  
Art exhibit: Watercolors by Janice Elliott

**ITEMS OF CONCERN** – MRS. BEAUDOIN MENTIONED THAT SHE HAD RECEIVED CALLS ABOUT AN AUCTION IN TEXAS OF 3 VOLUMES OF CITY OF DOVER RECORDS DATING FROM 1641-1807. SUBSEQUENTLY THE CITY ATTORNEY WORKED TO RETRIEVE THE VOLUMES BEFORE THEY WERE SOLD AND THEY WILL NOW BE RETURNED TO DOVER.

8. **ADJOURNMENT – THE MEETING WAS ADJOURNED AT 4:45 PM ON A MOTION MADE BY ARTHUR CORTE AND SECONDED BY ANN SCHULTZ.**
9. **NEXT MEETING DATE – THURSDAY, MARCH 6, 2008 @ 4:00 PM**

FOR THE BOARD,

SANDRA ERDMANN