



CITY OF DOVER

LIBRARY BOARD OF TRUSTEES -- MINUTES

Meeting Type: Regular Meeting
Meeting Location: Dover Public Library
Meeting Date: **Thursday, April 3, 2008**
Meeting Time: **4:00 pm**

1. CALL TO ORDER

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

2. MINUTES ---MARCH 6, 2008

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

3. REPORT OF THE LIBRARY DIRECTOR (MARCH)

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

4. CORRESPONDENCE

The NHLTA sent a notice of their annual conference for trustees which will be held on May 14 in North Conway. Also received was an invitation from the Department of Justice to their annual seminar on Trust Fund administration.

5. OLD BUSINESS

- A. Skylight replacement** — A bid for the replacement of all the skylights in the addition was awarded on March 6 to Portland Glass who quoted the project at \$10,790. Funds are coming from the library's budget for books, publications, staff development and overtime. The windows are on order and coming from Ontario with the project slated to begin mid-April.
- B. Roof repair** – The work promised in November by A&M Roofing has not been done yet.
- C. Building security** – The installation of a new simple security system by Burns Security for \$1200 is now ready to begin since contract details were ironed out between the City Attorney and the vendor.
- D. FY'09 Budget** –Both City Manager Mike Joyal and Mrs. Beaudoin presented details of the budget proposal affecting the library that Manager Joyal will be presenting to the City Council on April 9. The Manager was on hand to let the Trustees know the impact of the changes for the library. Because of budget reductions made by the Manager, the library will be reducing its open hours by 5 and ½ hours a week, which means closing Monday and Tuesday evenings at 8 pm, Wednesday, Thursday, Fridays and Saturdays at 5 pm, and open Sundays 1-5. In addition, the personnel budget is being cut by \$55,000 resulting in the reduction of 75 hours of part time staffing, the equivalent of 1.87 FTEs.



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The book budget is level funded and the publications budget has been reduced from \$17,000 to \$2,000, necessitating that magazines and newspapers be purchased from overdue fines.

All fees will be increased including the nonresident fee for library cards, which will go from the current \$100 a year to \$150 a year. Mrs. Beaudoin noted that the proposed budget is down 6.5%, and that our new open hours will be lower than smaller communities in the area such as Somersworth. She also stated that with the cut in staffing, reference staff will have to fill in at the circulation desk, some services and programs will be cut such as book club, Great Stone Face club, the newsletter and the "DIBS" program of automatic holds, and there will be longer lines for circulation and reference.

E. Dover Historical Records – The 3 volumes of City of Dover records dating from 1641-1807 that were slated to be auctioned off at a Dallas auction earlier this year are now in their permanent home in a locked vault in City Hall. The City took over ownership of the records in a settlement of \$18,000 with the previous owner.

F. Historical photographs collection - Mrs. Beaudoin received a letter from Thom Hindle once again questioning the library's use of photographs that are in the library's collection for which he claims the copyrights because he owns the glass negatives for some of these photos. Mrs. Beaudoin is investigating the issue with the City Attorney.

G. PLA Conference – Minneapolis –Mrs. Beaudoin and Ms. Erdmann attended the biennial conference of public librarians for three days at the end of March in Minneapolis. Nearly 10,000 library staff from all over the country attended sessions and workshops designed to keep librarians abreast of new programs and services and what is happening in other libraries.

6. NEW BUSINESS

A. Patron Conduct Policy – Mrs. Beaudoin presented the Trustees with a proposed revision of the Library's patron conduct policy that adds more specific language for which activities are appropriate in the library. The purpose of the revised policy is to establish specific reasons why a person could be asked to leave the building, or have their library privileges denied. The



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Trustees adopted the revised policy on a motion made by Carol Boc and seconded by Ann Schultz.

B. Proposed Public Arts Protocol-- A City Arts Commission recently drafted a policy of criteria for selection and placement of art in City buildings. After Mrs. Beaudoin received a copy she had a lot of concerns about the possibility the Commission would make decisions about the valuable art that has been donated to and placed in the library over the years. Subsequently the City Attorney asked the committee to review language in the proposed policy to bring it more in line with being that of an advisory board rather than a governing board.

C. Proposed taping of Trustees' meetings-- The City Council has not acted further yet on their proposal to have all meetings of City Boards and Commissions taped and/or videotaped.

7. UPCOMING PROGRAMS

Sat. April 5, 12, 19: free matinee film showings, 2pm
(*Alvin & the Chipmunks, The Water Horse, Juno*)
Tues. April 15: entry deadline for Student Poetry contest
Tues. April 15: last day of AARP Tax Help
Sun. April 20: Bookclub--- *Julie and Julia* by Julie Powell, 3:30pm
Wed. April 16: Friends program: *Wildflowers of Rockingham, Strafford & Carroll Counties*
with Kitty Spitzer, 7pm
April 13-19: Make-It, Take It craft week in Children's Room
Mon. April 28: Story Times registration for session V, 9am & 6pm
Art exhibit: oils by Richard Steinbach

8. ITEMS OF CONCERN - NONE

9. **ADJOURNMENT --** THE MEETING WAS ADJOURNED AT 5:20 PM ON A MOTION MADE BY ANN SCHULTZ AND SECONDED BY MICHAEL EGAN.

10. NEXT MEETING DATE – THURSDAY, MAY 1, 2008 @ 4:00 PM