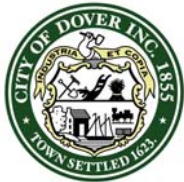


CITY OF DOVER

## LIBRARY BOARD OF TRUSTEES---MINUTES

Meeting Type: Regular Meeting  
Meeting Location: Dover Public Library, 73 Locust St., Dover, NH 03820  
Meeting Date: **Thursday, November 6, 2008**  
Meeting Time: **4:00pm**

1. **CALL TO ORDER--** The meeting was called to order by chairperson Susan Story Galt at 4 pm. Attending were Arthur Corte, Michael Egan, Ann Schultz, Asst. Library Director Sandra Erdmann, and Library Director Cathleen Beaudoin. Carol Boc was absent. Guests were City Attorney Allan Krans and City IT Director Annie Dove.
2. **MINUTES ---OCTOBER 2, 2008 --** Minutes of the October meeting were approved on a motion made by Ann Schultz and seconded by Arthur Corte.
3. **INTRODUCTION OF CITY'S ACCEPTABLE USE POLICY --** City Attorney Allan Krans passed out a letter to all Board members from the City Manager encouraging Boards to make use of the City's email server to help conduct city business. He then explained the Acceptable Use Policy that users must sign if they consent to using the City email program. IT Director Annie Dove explained the procedure for getting an account with the City.
4. **REPORT OF THE LIBRARY DIRECTOR (OCTOBER)--** The report of the Library Director for the month of October was accepted on a motion made by Arthur Corte and seconded by Michael Egan.
5. **CORRESPONDENCE --** None
6. **OLD BUSINESS**
  - A. Building repairs –Boiler replacement, new smoke detector for the elevator, carpeting and roof repair were all mentioned and detailed further on in the agenda.
  - B. Carpet replacement—Nearly 15 vendors made site visits in the last month to assess carpeting needs for bids that needed to be in by November 4. Hogan Flooring of Dover who quoted a little over \$9,000 for the project was awarded the bid.
  - C. EPDM roof repair—Skyline Roofing estimated \$2700 for repairing the roof over the small parapet wall in the addition, but work has not yet begun.
  - D. Booksale –Book sale setup began October 20<sup>th</sup>. At the end of the first day of the sale, Saturday October 25, sales totaled \$3500. By the end of the month sales totaled \$5,350, with the sale continuing through November 9.
7. **NEW BUSINESS**
  - A. Library Boiler repair/replacement—On Thursday October 23, the boiler developed a leak because of a crack and had to be turned off. After researching whether to repair or replace the boiler, it was recommended that the boiler needed to be replaced. Replacement will be made by Johnson controls who did the energy



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audit for the city. The cost of nearly \$26,000 will come from the City's contingency funds. The library had been without heat for more than 12 days when a temporary patch made to the boiler enables it to be run temporarily.

- B. Arts Commission proposed rules—The newly formed City Arts Commission has drafted a list of rules that include oversight of the placement of donated art, siting the art, and inventorying the City's art. These rules could affect the way the Library uses art in displays, and the valuable art work that has been in the Library's possession since donated many years ago.
- C. Library usage increases—Mrs. Beaudoin sent the City Manager a copy of a recent article in the Boston Globe citing how use of libraries rises as the economy falls and how the Dover Public Library's statistics match those in the article.
- D. ICMA/Gates grants—The International City Managers' Association recently publicized the availability of grants by the Gates Foundation that would use public libraries to focus on community issues. While the \$25-75,000 grants may not be available to New Hampshire cities, Mrs. Beaudoin will look into it further and keep an eye out for any changes in the Grant parameters so that we might apply.

### 8. UPCOMING PROGRAMS

Mon., Nov. 3: Storytime registration for Session II  
Nov. 3-9: Booksale continues (\$1.00 per bag or box)  
Tues., Nov. 11: closed for Veterans Day  
Wed., Nov. 12: Friends of the Library meeting, 1pm  
Wed., Nov. 12: Sew Green workshop by The Sewing Tree 5-7:30pm  
Nov. 8, 15, 22, 29: free Saturday matinee film showings, 2pm  
(*Tinker Bell; Kung Fu Panda; WALL-E; Fred Claus*)  
Tues., Nov. 18: Friends program, *Ghost Quest*, 7pm  
Wed., Nov. 26: hours are 9-5:30pm  
Thurs. & Fri., Nov. 27-28: closed for Thanksgiving holiday  
Sun., Nov. 30: closed for Holiday Parade

### 9. ITEMS OF CONCERN--NONE

**10. ADJOURNMENT—THE MEETING WAS ADJOURNED AT 4:50 PM ON A MOTION MADE BY ARTHUR CORTE AND SECONDED BY ANN SCHULTZ.**

**11. NEXT MEETING DATE--THURSDAY, DECEMBER 4, 2008 @ 4:00PM**