

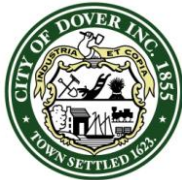


CITY OF DOVER

LIBRARY BOARD OF TRUSTEES---MINUTES

Meeting Type: Regular Meeting
Meeting Location: Dover Public Library, 73 Locust St., Dover, NH 03820
Meeting Date: **Thursday, February 5, 2009**
Meeting Time: **4:00pm**

1. **CALL TO ORDER**--The meeting was called to order by chair person Susan Story Galt at 4 pm. Attending were Carol Boc, Michael Egan, Ann Schultz, Asst. Library Director Sandra Erdmann, and Library Director Cathleen Beaudoin. Arthur Corte was absent.
2. **MINUTES ---JANUARY 8, 2009** -- Minutes of the January meeting were approved on a motion made by Carol Boc and seconded by Ann Schultz.
3. **REPORT OF THE LIBRARY DIRECTOR (JANUARY)**-- The report of the Library Director for January was approved on a motion made by Ann Schultz and seconded by Carol Boc.
4. **CORRESPONDENCE** -- Mrs. Beaudoin read a note from former Trustee Arthur Dubois.
5. **OLD BUSINESS**
 - A. Building repairs -- Installation of the rubber tiling was finished on January 2. The new boiler had to be reset several times since installation but after 2 visits from Johnson Controls to tweak the settings, that problem seems to be fixed. Two heater/blowers failed during the month due to the units freezing. Since the units were never insulated, City staff came to insulate and Siemens fixed the units.
 - B. Carpet replacement—Specs for replacing all of the library carpeting will probably go out for bid by June with a target installation date of August.
 - C. EPDM roof repair—Since repairs were made to the parapet roof area, there have been no leaks. A City Councilor will bring up a resolution before the City Council in February asking for \$40,000 more for roof repairs.
 - D. FY'10 Budget request—The library's preliminary budget request was submitted on January 9 with an increase totaling 3.5%, all due to higher energy and benefits costs.
6. **NEW BUSINESS**
 - A. Dover Reads 2009—This year's program will kick off on Thursday Feb. 19 at 4:30 at the Children's Museum, with "Marley & Me" being the chosen book.
 - B. Reference questions counting—Library staff are manually counting all patron questions for a week to be able to more accurately report to the State Library for its annual report and to further ascertain just how busy the library has become.
 - C. Electronic counters—To further verify the high activity level of the library, the City Manager has recommended we look into getting electronic counters that could



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be mounted at the entrance doors to determine how many people come in to the building. Mrs. Beaudoin is investigating options.

D. Volunteers – The volunteer policy adopted by the Trustees in June of 2008 has been revised to include the requirements that volunteers agree to be fingerprinted and to volunteer for a minimum of 3 hours a week. The revised policy was adopted by the Board on a motion made by Ann Schultz and seconded by Michael Egan.

E. AARP tax help – Tax helpers are once again available in the Lecture Hall on Tuesday, Thursday and Saturday mornings from 9-12 through April 14.

7. UPCOMING PROGRAMS

Wed., Feb. 11: Friends of the Library meeting, 1pm
Feb.7,14,21,28: free Saturday matinee film showings, 2pm
(*Nick & Norah's Infinite Playlist; Madagascar Escape 2Africa; High School Musical 3; W.*)
Mon., Feb.16: closed for Presidents' Day
Tues., Feb.17: Friends' program: Abe & Mary Todd Lincoln, 7pm
Wed., Feb. 18: Booktalk by author Rose Manes (*Peace Garden*), 11am
February Art Exhibit: Local watercolors by Jesse Comeau
Income Tax Help: Tu, Th, Sat 9-12, Feb. 3 through April 14

8. ITEMS OF CONCERN—MRS. BEAUDOIN BROUGHT THE END OF YEAR REPORT FOR ANNUAL WEBSITE STATISTICS, NOTING THAT THE LIBRARY'S WEBSITE HITS FOR CALENDAR 2008 WERE 1.68 MILLION OR AN AVERAGE OF 838 HITS A DAY. THE TOTAL ALSO TRANSLATES TO 300,007 VISITORS WITH 102,601 UNIQUE IPS CONNECTING.

9. ADJOURNMENT-- THE MEETING WAS ADJOURNED AT 4:42 PM ON A MOTION MADE BY CAROL BOC AND SECONDED BY ANN SCHULTZ.

10. NEXT MEETING DATE

THURSDAY, MARCH 5, 2009 @ 4:00PM