

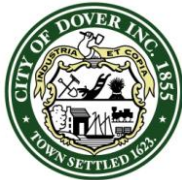


CITY OF DOVER

LIBRARY BOARD OF TRUSTEES---MINUTES

Meeting Type: Regular Meeting
Meeting Location: Dover Public Library, 73 Locust St., Dover, NH 03820
Meeting Date: **Thursday, September 3, 2009**
Meeting Time: **4:00pm**

1. **CALL TO ORDER**--The meeting was called to order by Chairperson Susan Story Galt at 4 pm. Attending were Carol Boc, Arthur Corte, Michael Egan, Ann Schultz, Asst. Library Director Sandra Erdmann and Library Director Cathleen Beaudoin.
2. **MINUTES ---JUNE 4, 2009**-- Minutes of the June meeting were approved on a motion made by Ann Schultz and seconded by Arthur Corte.
3. **REPORT OF THE LIBRARY DIRECTOR (JUNE, JULY & AUGUST)**-- The report of the Library Director for June, July, and August was approved on a motion made by Carol Boc and seconded by Michael Egan
4. **CORRESPONDENCE** The N.H. LIBRARY TRUSTEES Association sent newsletters and announcement of workshops.
5. **OLD BUSINESS**
 - A. EPDM roof consultant & repair – The roof repair began on August 28 and finished within a few days. Any remaining funds from the budgeted \$40,000 will be used to fix ceiling tiles and make other repairs that may be needed as a result of the roof being in disrepair.
 - B. Children's Room A/C replacement—The new A/C unit was installed in June and hopes are that it will last another 20 years as the old one did.
 - C. Skylight repair—The final skylight repairs were done in July. Any remaining leaks are coming from areas around the original hardware that now need caulking, which will be done by the City.
 - D. Carpeting—Eight bids were received, with the project being awarded to Kingdom Flooring of Plaistow whose bid came in at \$37,768.
 - E. Nominations & election of officers—Ann Schultz nominated Carol Boc for the position of Chairperson. The nomination was seconded by Arthur Corte, and Carol Boc received a unanimous vote. Carol Boc nominated Michael Egan for Vice Chair and the nomination was seconded by Ann Schultz. Michael Egan received a unanimous vote for that position. Mrs. Boc and Mr. Egan will assume their new positions with next month's meeting.
6. **NEW BUSINESS**
 - A. Draft: "Collection Development Policy"—Mrs. Beaudoin passed out an updated version of the Library's collection development policy to be considered for adoption at the next meeting of the Trustees.



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- B. Library social media tools: Facebook & Twitter— The library now has Facebook and Twitter pages in addition to its blog and wikis.
- C. Moose License Plate Conservation Grant Award—The library has received a grant for \$5,180 to microfilm all the old newspapers that are currently in the attic. Most of these newspapers, which date from the 1800s, are the only existing copies and are in poor shape.
- D. Evaluation Tool: 360° Performance (ICMA)—The City Manager is taking advantage of this self-assessment tool to evaluate his job performance and is asking department heads to do the same. Later this year different groups who have interaction with the Library Director will be contacted to assess her performance using this tool.
- E. Library Staffing changes – The retirement of Joyce Moody as the library's Office Manager leaves a full time opening that the library will fill with two part time staff: an Account Clerk and a Library Asst. to do acquisitions. Joyce has been on staff for almost 31 years. The two new positions have been filled by existing staff who have been "promoted".
- F. Friends achieve 501 c(3) status—Thanks to the pro bono work of Attorney Anthony McManus, the Friends received notification of their new status in July.

7. UPCOMING PROGRAMS

Sat., Sept. 12, 10:30-12 & Tues., Sept. 15, 6:30-7:30: "Paws for Reading" with Goldie
Saturday matinees, 2pm: 12th: Race to Witch Mtn; 19th: Hannah Montana; 26th: Earth
Wed., Sept. 9: Friends of the Library meeting, 1pm
Mon., Sept. 14: Storytime registration for Session I
Sept. 14-19: Make-It, Take It Craft in Children's Room: Thinking Cap
Tue., Sept. 15: Friends program: Stephanie Curcio, harp concert, 7pm
Sept. Art Exhibit: Miao tribal textiles from Guizhou Province, China by David Kenny
Art Wall: Seymour Osman Comm. Ctr—Sept. 4-18; Children in Motion--Sept. 19-Oct.-2.

8. ITEMS OF CONCERN—None.

9. ADJOURNMENT—The meeting was adjourned at 5 pm on a motion made by Carol Boc and seconded by Ann Schultz.

NEXT MEETING DATE: THURSDAY, OCTOBER 1, 2009 @ 4:00PM

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Director
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