

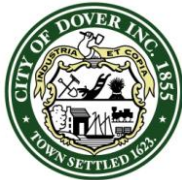


CITY OF DOVER

LIBRARY BOARD OF TRUSTEES---AGENDA

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

1. **CALL TO ORDER** --The meeting was called to order by Vice Chairperson Michael Egan at 4 pm. Attending were Arthur Corte, Susan Story Galt, Ann Schultz, and Asst. Library Director Sandra Erdmann. Carol Boc and Library Director Cathleen Beaudoin were absent.
2. **MINUTES ---OCTOBER 1, 2009--** Minutes of the October meeting were approved on a motion made by Ann Schultz and seconded by Susan Galt.
3. **REPORT OF THE LIBRARY DIRECTOR (OCTOBER)--** The report of the Library Director for October was approved on a motion made by Susan Galt and seconded by Ann Schultz.
4. **CORRESPONDENCE -- NONE**
5. **OLD BUSINESS**
 - A. EPDM roof --Final payment of \$15,400 was made for the roof repair after the project was inspected and approved by the consultant. The consultant fee of \$6,000 has also been paid.
 - B. Skylight caulking—The top ridge around the skylight windows was caulked and so far no leaks have been discovered. Since the roof consultant recommended that the bottom ridges also be caulked, city crews will be doing that also.
 - C. Carpeting—News was received from Kingdom Flooring that the carpet was shipped and arrived October 31. The company estimated a start up date of November 10. Mrs. Beaudoin sought an estimate from a local moving company who quoted roughly \$6000. Because the estimate was over \$5000, three bids will have to be sought by the City's Purchasing Agent.
6. **NEW BUSINESS**
 - A. Employee Survey results—The City Manager sought feedback from employees in a survey he sent out at the beginning of October. 166 employees responded. Most of the Library staff responses were right in line with the rest of the City Departments, with two areas standing out as weak links for library staff: not enough encouragement in education in order to advance careers, and asking customers "how we're doing".
 - B. Patron Satisfaction Survey—As a result of the library staff citing the lack of customer input as to how the library is meeting needs, a survey is being developed by library staff to be given to patrons sometime early in the new year.



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- C. Library Scholarship Program—To strengthen career advancement through education, a proposal was made to the Friends of the Library asking that they fund a scholarship to be awarded annually to a library employee.
- D. Blog Citation—Walt Crawford, editor of “Cites & Insights” rated the Dover Library’s blog as one of the top 20 most intriguing library blogs in an article in September. He had mentioned in 2007 that the library’s blog was a “robust” one, and now in 2009 he called it “still lively and varied”.
- E. Movers—The City called for bids on a major moving project that would coordinate with the needs of the carpet installer when the carpet replacement gets underway. Thus far seven moving companies called for a tour, with five actually showing up. All five were expected to bid by the November 5th bid deadline.

7. UPCOMING PROGRAMS

Nov. 1-14: Booksale continues

Sat., Nov. 7, 10:30-12 & Tues., Nov. 17, 6:30-7:30: “Paws for Reading” with Goldie

Saturday matinees, 2pm: 14th: UP; 21st: Tinker Bell & the Lost Treasure; 28th: My Sister’s Keeper

Wed. Nov. 11 Closed for Veterans Day holiday

Tue., Nov. 17: Friends program: Alice Meattay, Acupuncture, 7pm

Wed., Nov. 18: Friends of the Library meeting, 1pm (CHANGED TO 2:30pm)

Thur., Nov 26 & Fri., Nov. 27: Closed for Thanksgiving holiday

Art Display: “Faces of Dover” posters

8. ITEMS OF CONCERN--NONE

- 9. **ADJOURNMENT** -- The meeting was adjourned at 4:30 pm on a motion made by Arthur Corte and seconded by Ann Schultz.

NEXT MEETING DATE: THURSDAY, DECEMBER 3, 2009 @ 4:00PM