



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, December 3, 2009**
Meeting Time: **4:00pm**

1. **CALL TO ORDER--** The meeting was called to order by Chairperson Carol Boc at 4 pm. Attending were Arthur Corte, Michael Egan, Susan Story Galt, Ann Schultz, Asst. Library Director Sandra Erdmann and Library Director Cathleen Beaudoin.
2. **MINUTES ---NOVEMBER 5, 2009--** Minutes of the November meeting were approved on a motion made by Ann Schultz and seconded by Arthur Corte.
3. **REPORT OF THE LIBRARY DIRECTOR (NOVEMBER) --** The report of the Library Director for November was approved on a motion made by Susan Galt and seconded by Arthur Corte.
4. **CORRESPONDENCE --** None
5. **OLD BUSINESS**
 - A. **Carpeting**—Kingdom Flooring began the carpeting project on Monday, November 16 on the top floor, finishing that floor in two days. They moved to the main floor on Wednesday the 18th, working on that floor through the week. They resumed carpeting after the Thanksgiving Holiday on Monday November 30 beginning on the bottom floor with the office and the Story Hour Room. Carpeting was expected to progress to the Children's Room by Wednesday December 2.
 - B. **Movers**—Bids were solicited to have heavy furniture on all floors moved out for the carpet installation and all furnishings including books removed and stored from the Children's Room. Five companies responded with the contract being awarded to Rainbow Movers from Franklin, MA, for \$6,900. Movers began Tuesday November 17, efficiently coordinating their moves with the carpet installers.
 - C. **Woodworkers**—Fred Loucks of Salmon Falls Woodworks was hired to dismantle the adult circulation desk and the Children's circulation desk so that they could be moved for the carpeting. Since the timing had to coincide with the needs of the carpet installers Fred was able to accommodate everyone by working both before and after hours and got the tasks done quite proficiently.
6. **NEW BUSINESS**
 - A. **Headphones** – Due to health concerns, handing out and taking back "used" headphones led to the decision to purchase headphones in bulk and charge a fee for them. 100 pairs were purchased for 97 cents each and are offered to patrons for \$2.00. Headphones will no longer be loaned or "stored" here for patrons.



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- B. Donations for Civil War materials--\$850 was donated in November to purchase Civil War materials in memory of a patron's brother who was a Civil War buff.
- C. Mats for carpet—Carpet mats will be purchased for high traffic areas and areas under public computers in order to protect the new carpeting once the project is finished.

7. UPCOMING PROGRAMS

Sat., Dec.5, 10:30-12 & Tues., Dec.15, 6:30-7:30: "Paws for Reading" with Goldie
Dec. 14—19: Christmas Booksale (Friends of the Library)
Dec. 14-19: Make a "Snow Pal" at Children's Room craft table
Saturday matinees, 2pm: 5th: Four Christmases; 12th: Nothing Like the Holidays; 19th: Dr. Seuss' How the Grinch Stole Christmas
Thurs., Dec. 24: close at 12 Noon
Fri. Dec. 25 & Sat. Dec. 26: closed for Christmas holiday
Thur., Dec. 31: close at 4pm New Year's Eve

- 8. **ITEMS OF CONCERN**—Members of the Board were invited to the Library's annual staff Christmas Party taking place on December 17th upon closing at 5:30pm.
- 9. **ADJOURNMENT**-- The meeting was adjourned at 4:25 pm on a motion made by Susan Galt and seconded by Ann Schultz.

NEXT MEETING DATE: THURSDAY, JANUARY 7, 2010 @ 4:00PM