

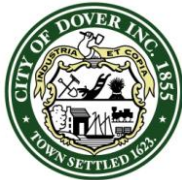


CITY OF DOVER

LIBRARY BOARD OF TRUSTEES---MINUTES

Meeting Type: Regular Meeting
Meeting Location: Dover Public Library, 73 Locust St., Dover, NH 03820
Meeting Date: **Thursday, January 7, 2010**
Meeting Time: **4:00pm**

1. **CALL TO ORDER--** The meeting was called to order by Chairperson Carol Boc at 4 pm. Attending were Michael Egan, Susan Story Galt, Ann Schultz, Asst. Library Director Sandra Erdmann and Library Director Cathleen Beaudoin. Arthur Corte was absent.
2. **MINUTES ---DECEMBER 3, 2009--** Minutes of the December meeting were approved on a motion made by Susan Galt and seconded by Ann Schultz.
3. **REPORT OF THE LIBRARY DIRECTOR (DECEMBER)--** The report of the Library Director for December was approved on a motion made by Ann Schultz and seconded by Michael Egan.
4. **CORRESPONDENCE--** None
5. **OLD BUSINESS**
 - A. **Carpeting & mats**—Since new carpeting in the circulation area of the first floor was finished in November followed by the Children's Room on December 3, thirteen new heavy duty mats were ordered and placed in the busy traffic areas around the circulation desks and under public computers. Although carpet installation was to be completed the week of December 7th, when it was discovered that the carpet tiles in the Children's Room were not adhering properly, the project was halted. A representative from the manufacturer, Mohawk-Bigelow, came up from Georgia to inspect the carpet and decided that the tiles needed to be removed and recalibrated through a machine to loosen the weave. That procedure would not begin until January 4.
 - B. **Post-carpeting repairs**—Woodwork replacement/repair will be pursued once the carpeting is totally finished. New tops for the circulation desks will also be investigated.
6. **NEW BUSINESS**
 - A. **New webmail address**—All city mail recipients should now be using a new address for city mail: <https://webmail.dover.nh.gov/owa>
 - B. **Unifund Training**—The City's online accounting/purchasing/payroll system used to be two separate systems for City and School, but will now come together in a totally new system called Unifund. When fully implemented, there will be no more paper—everything will be done electronically including signatures. Training may take up to a few months.
 - C. **FY'11 Operating Budget Request**—While the budget is due January 8, all the personnel figures including insurance costs have not been sent to the Department Heads, so the library budget is only partially ready. Mission



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statements and key fiscal year objectives have been written and are ready for submission.

- D. Friends' Tuition/Travel Reimbursement program—There is a line item proposal in the budget for \$3,000 in staff development to reimburse staff for taking work-related courses at the rate of \$500 per course. If the proposal is cut, the Friends may be willing to institute a scholarship program with the same parameters, and would call for an application to be approved by the Library Director before submission to the Friends.
- E. ALTAFF membership (Assn of Lib. Trustees, Advocates, Friends and Foundations)—Instead of separate membership organizations for Friends and Trustees, a new Association has been organized to include all library advocates. While the Friends will pay for the membership, the Trustees will also benefit from the ALTAFF newsletters, workshops and other announcements.

7. UPCOMING PROGRAMS

Fri., Jan. 1: closed for New Year's Day Holiday
Mon., Jan. 4: Storytime Registrations, 9am and 6pm
Mon. Jan. 4: "Money Matters" series: "Budgeting After the Holidays", UNH Coop. Ext., 6pm
Sat., Jan.9, 10:30-11:30 & Tues., Jan.19, 6:30-7:30: "Paws for Reading" with Goldie
Mon. Jan. 11: Alternative Energy Seminar on Solar Hot Water, Jack Bingham of Seacoast Energy Alternatives, 7pm
Wed., Jan. 13: Friends of the Library meeting, 1pm
Jan. 11-16: Make a "Penguin Magnet" at Children's Room craft table
Tue., Jan. 19: Friends' program: "Trains in the UK" John Pelletier, 7pm
Mon., Jan. 25: Alt. Energy Seminar on Photovoltaics, Jack Bingham, 7pm
Tue., Jan. 26: Jon Batson, master gardener: maintaining an "Adopt-A-Spot", 6:30pm
Saturday matinees, 2pm: 9th: Cloudy with a Chance of Meatballs; 16th: Julie & Julia; 23rd: G-Force; 30th: Harry Potter & the Half-Blood Prince
Mon. Jan. 18: closed for Martin Luther King Holiday

8. **ITEMS OF CONCERN**—Susan Galt's term on the Board of Trustees expired December 31st; she will follow up by making sure her name is considered for re-appointment. News of the death of long- time Trustee Valerie Bloom was announced.
9. **ADJOURNMENT--** The meeting was adjourned at 5 pm on a motion made by Susan Galt and seconded by Ann Schultz.

NEXT MEETING DATE: THURSDAY, FEBRUARY 4, 2010 @ 4:00PM