

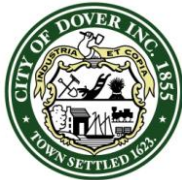


CITY OF DOVER

LIBRARY BOARD OF TRUSTEES---MINUTES

Meeting Type: Regular Meeting
Meeting Location: Dover Public Library, 73 Locust St., Dover, NH 03820
Meeting Date: **Thursday, September 2, 2010**
Meeting Time: **4:00pm**

1. **CALL TO ORDER--** The September meeting was called to order at 4 pm by Chairperson Carol Boc. Attending were Arthur Corte, Michael Egan, Susan Story Galt, Ann Schultz, Asst. Library Director Sandra Erdmann and Library Director Cathleen Beaudoin.
2. **MINUTES ---JUNE 3, 2010--** 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 Susan Galt and seconded by Arthur Corte.
4. **CORRESPONDENCE--** The N.H. Library Trustees Association sent a notice of fall workshops.
5. **OLD BUSINESS**
 - A. Borrowers' Cards—New library cards are now being used that are the same style as the older ones, but include a duplicate "key chain" style card along with the full-sized one.
 - B. FMR & anti-school bookmarks—There have been no more bookmarks from either group found in the library since June.
 - C. Print Management system (Friends)—With funds from the Friends made as a match for the Gates grant there is enough money to install a central print self-service payment station that the public will use. The station, new printer, and software totaling \$4675 has been ordered and is being shipped.
 - D. Custodial Services—The City was looking into outsourcing custodial services for this fiscal year, but due to union-management agreement to give up pay raises for no layoffs, the investigation is on hold for another year.
 - E. Summer Reading Programs—The Teen and Children's summer reading programs ended on August 11, with 143 children attending the Children's party featuring T-Bones on that day. 509 children and 81 teens read 1,750 hours for the programs.
 - F. Roof repairs—Roof is still leaking in places even after an attempted fix early in the summer. After trial and error by roof repairmen, they are sure it's not coming from an actual roof problem but rather the skylights. A consultation with skylight company will now be scheduled.



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- G. Library fees reduction/ Meeting Room policy revision—Since fees were dropped this fiscal year for nonprofit organizations who want to use meeting rooms, the policy has been revised to reflect that change. The revised policy was adopted by the Board on a motion made by Susan Story Galt and seconded by Ann Schultz. Nonresident student fees were also cut down to \$80.
- H. Saturday matinees resume—Free movie matinee showings will begin on Saturday September 11 and continue throughout the season on Saturdays at 2 p.m.

6. NEW BUSINESS

- A. Personnel changes/ Volunteers—Lots of changes over the summer resulted in the hiring of a new afterschool page and two 12-hour part-timers for the Children's Room. Vacancies were created when Kristin Cote who was a page for 3 years, resigned in August and Sarah Hydorn, a part timer in the Children's Room for 23 years left to take a full time position in another library.
- B. Capital Improvement Program FY'12-'17—Figures for the CIP were submitted August 11 and include line items for self checkout stations in FY'13, automation system migration in FY'14 and air conditioning for the whole building in FY '14.
- C. eBooks—In addition to downloadable audio books being available from Overdrive, free to our patrons, Overdrive is now offering eBooks too.
- D. Freegal Music—Similar to the downloadable book program, Freegal is a program that offers downloadable music. A decision on whether to buy into the program depends on the rates that will be quoted.
- E. Disaster/Emergency Preparedness Plan—A revised, updated edition of the plan is nearly finished. The written plan includes what to do in building emergency situations and who to call, along with guidelines for evacuating the building and disaster response.
- F. "The Growing Place" by Easter Seals—A new flower garden in front of the building to the side of the steps, has been planted and cared for by clients of the Easter Seals program.
- G. Additional programs with authors—Since a growing number of authors are contacting us offering free programs, the library may add these programs beyond the scope of the monthly programs offered by the Friends of the Library.



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7. UPCOMING PROGRAMS

Wed. Sept. 8: Friends of the Library meeting, 1pm
Sat. Sept. 4--Mon. Sept. 6: library closed for Labor Day holiday
Sat. Sept. 11 & Tues. Sept. 21: "Paws for Reading" w/Goldie & Karen
Mon. Sept. 13: Storytime registrations (5 weekly sessions X 5 wks)
Tues. Sept. 21: Friends program: musical trio "Sylvan Roots", 7pm
Sept. 11, 18 & 25: movies @ 2pm (Under the Mountain; Prince of Persia & TBA)
September Art Exhibit: Watercolors by Peter Dudley

8. **ITEMS OF CONCERN** – The Trustees officially congratulated Library Director Cathy Beaudoin on her 35th anniversary at the Dover Library.

9. **ADJOURNMENT--** The meeting was adjourned at 4:55pm on a motion made by Ann Schultz and seconded by Arthur Corte.

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