

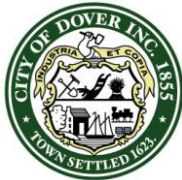


CITY OF DOVER

LIBRARY BOARD OF TRUSTEES---MINUTES

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

1. **CALL TO ORDER** -- The October meeting was called to order at 4:10 pm by Chairperson Carol Boc. Attending were Michael Egan, Ann Schultz, Asst. Library Director Sandra Erdmann and Library Director Cathleen Beaudoin. Arthur Corte and Susan Story Galt were absent.
2. **MINUTES ---SEPTEMBER 2, 2010** -- Minutes of the September meeting were amended to read that the Air Conditioning estimate for the CIP would be in FY'17 not FY'14. The amended minutes were approved on a motion made by Michael Egan and seconded by Ann Schultz.
3. **REPORT OF THE LIBRARY DIRECTOR (SEPTEMBER)** -- 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** -- None
5. **OLD BUSINESS**
 - A. Print Management system-- The central print self-service payment station that the public will use is being installed and set up. The coin box and Print Release Station are ready and all that waits is the software to be installed on each public PC.
 - B. Building repairs: roof, boiler—There is nothing new with the leaking roof or skylights; still waiting for Glass Routes to investigate. A "drip kit" is in place. The City plumbing inspector has found violations with the installation of the new boiler that was done a year ago, and those violations are being addressed by the Facilities and Grounds Supervisor.
 - C. Capital Improvement Program (A/C estimate)—The A/C estimate came in at \$118,500 to air condition the whole building. This amount will be entered into the CIP for FY'17.
 - D. Disaster/Emergency Preparedness Plan—A new written document has been completed and will be presented to all staff members this month. Hard copies will be sent home with full time employees to keep in case of emergency.
 - E. Additional programs with authors (3)—The library will present three author presentations in addition to the Friends programming this year. Authors Rosemary Herbert, Louis Salome, and Michele Albion will speak in November, January, and March, respectively.
 - F. Book sale schedule—New this year: the sale will begin one day earlier, FRIDAY, October 29 for cardholders and open to the general public on Saturday October 30.
6. **NEW BUSINESS**



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- A. Sustainability Film Series: DEAC & Friends sponsor—With grants, the Energy Advisory Council will do a film series beginning in February for the public.
- B. Personnel changes—75 applicants applied for the two 12-hour positions openings in the Children's Room due to Sarah Hydorn's leaving. Subsequently Amy Covell and Kimberly Whelan were hired and began in mid-September.
- C. NHLA @ NHLGC Conference Nov. 17-18—For the first time, the Library will have a booth at the Local Government Center's conference in Concord, joining other City Departments that have been represented in the past.
- D. Dover Citizens' Leadership Academy---Oct. 21 & 28—In an effort to get citizens interested in local government this joint program designed by the City Manager and the Chamber of Commerce advertised for participants in a series of 5 classes culminating with a "graduation". Twenty citizens will attend the classes which will include a presentation about the Library.

7. UPCOMING PROGRAMS

Mon. Oct. 11: library closed for Columbus Day holiday
Wed. Oct. 13: Friends of the Library meeting, 1pm
Tues. Oct. 19: Friends program: "Silver Lake Summers" by Pontine Theatre, 7pm
Fri. Oct 29: Booksale Preview Day---for cardholders only
Sat. Oct. 30: Booksale open to general public
Oct. 2, 9, 16, 23: movies @ 2pm (IronMan 2; Karate Kid; Secret of Moonacre; How to Train Yr Dragon)
October Art Exhibit: Oil landscapes by Brian Cincotta

8. ITEMS OF CONCERN -- NONE

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

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