

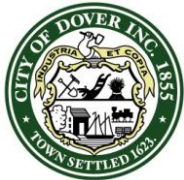


**CITY OF DOVER**

## LIBRARY BOARD OF TRUSTEES---MINUTES

Meeting Type: Regular Meeting  
Meeting Location: Dover Public Library, 73 Locust St., Dover, NH 03820  
Meeting Date: **Thursday, December 6, 2012**  
Meeting Time: **4:00pm**

1. **CALL TO ORDER--** The December meeting was called to order at 4:05pm by Carol Boc. Attending were Susan Story Galt, Dorothy Wagner, Michael Egan, Library Director Cathleen Beaudoin and Reference Librarian Denise LaFrance. Ann Schultz was absent.
2. **MINUTES ---NOVEMBER 1, 2012--** Minutes of the November meeting were approved on a motion made by Dorothy Wagner and seconded by Michael Egan.
3. **REPORT OF THE LIBRARY DIRECTOR (NOVEMBER)--** The Report of the Library Director for November was approved on a motion made by Susan Story Galt and seconded by Michael Egan.
4. **CORRESPONDENCE--** No correspondence to report.
5. **OLD BUSINESS**
  - A. Building issues—We have been having problems with the globe lights on either side of the front door of the library. They are light sensitive, and should go on when it gets dark but they have been sporadic. The City's bucket truck is needed to look into the problem but the truck is currently out of service. Lights have been replaced facing the sign on the front lawn. The Library has had to replace the phone in the elevator for \$674 due to a problem found during our October inspection.
  - B. Personnel changes—Aimee Lockhardt is our new part-time Library Assistant I at the circulation desk, and began work in November. Amy Covell has resigned her position as a part-time Library Assistant I in the Children's Room, and we are now advertising for that position. Sara Smith, one of our afternoon pages, will be leaving her position in January to attend Simmons College's Library and Information Science program. We have hired Lilah Cherim, a long-time volunteer, to replace Sara.
  - C. Friends of the Library: booksale and officers—The book sale went very smoothly this year and made a total of \$5,719.60. The first evening meeting of the Friends of the Library welcomed many new members. The slate of officers for the Friends of the Library is now: Art Pelletier—Chairman, Anne Kotlus—Vice-Chair, Phyllis Johnson—Secretary, Kristen Acheson is the new treasurer, Courtney Marshall is the new membership chair, and new co-programming chairs are Michele Albion and Katherine Parker-Wright.
6. **NEW BUSINESS**
  - A. FY'14 Operating Budget—Estimated revenues are due on December 27, and budget requests are due on January 10. The amount for the new automation system will be included in the 2013-2014 operating budget. We received 9 bids in response to the RFP with 5-year costs ranging from 57,000 to 270,000. The RFP



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included 17 pages of requirements, and we are looking at open source vs. proprietary, and cloud based vs. server.

- B. Book-A-Librarian service—We will begin a new service in the new year called “Book-A-Librarian”. Patrons often come in with devices requesting help with downloads, and the new service will allow us to schedule appointments for these services and therefore better manage our time. Patrons can ask for help with databases, email, ebooks, audiobook downloads, etc. and we will schedule the librarian best able to help them with their specific questions.
- C. Loaning Kindles—Another new service planned for 2013 will be lending pre-loaded Kindle ereaders. 35% of libraries are now lending ereaders, and the cost of the readers has become much more affordable. The Friends of the Library have agreed to purchase 5 Kindles for the Library. We are choosing to purchase Kindles because they allow a purchased ebook title to be loaded onto 5 devices.
- D. Art appraisal—The City retained the services of Susan Forster to appraise all the art in various city buildings. Ms. Forster spent a day at the Library appraising our 30-40 works of art. The library’s collection of art was donated by Elizabeth Frost of Newburyport in 1904. The collection originally belonged to Benjamin Tredick of Dover.
- E. Library Christmas Party—The Library Christmas party will be held next Thursday, Dec. 13 from 5:30 to 7:30, and all of the Library Trustees are invited.

### 7. UPCOMING PROGRAMS

Dec. 1, 8, 15 Saturday matinees: ParaNorman; Men in Black 3; Arthur's Christmas, 2pm  
Dec. 1: “Paws for Reading” with Goldie, 10:30am  
Dec. 1: Family-friendly Mozart Concert, Naho Bessho, 11am  
Dec. 24: closed for Christmas Eve  
Dec.25: closed for Christmas  
Dec. 31: closing at 4pm for New Year’s Eve

8. **ITEMS OF CONCERN--** There were no items of concern.

9. **ADJOURNMENT--** The meeting was adjourned at 4:47 on a motion made by Dorothy Wagner and seconded by Susan Story Galt.

**NEXT MEETING DATE: THURSDAY, JANUARY 3, 2013 @ 4:00PM**