



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, May 2, 2013**
Meeting Time: **4:00pm**

1. **CALL TO ORDER--** The May meeting was called to order at 4:04pm by Carol Boc. Attending were Susan Story Galt, Ann Schultz, Dorothy Wagner, Michael Egan, Library Director Cathleen Beaudoin, and Reference Librarian Denise LaFrance.
2. **MINUTES ---APRIL 4, 2013** Minutes of the April meeting were approved on a motion made by Ann Schultz and seconded by Michael Egan.
3. **REPORT OF THE LIBRARY DIRECTOR (APRIL)** The Report of the Library Director for April was approved on a motion made by Dorothy Wagner and seconded by Susan Story Galt.
4. **CORRESPONDENCE** The Director received information about training at the state level for Library Trustees.
5. **OLD BUSINESS**
 - A. Building issues—The Library has been having problems with some of its windows not closing all the way. Community Services is looking into the problem. The phone in the Historical Room is not allowing announcements to broadcast from its speaker. Bay Ring is looking into the problem. The Director will be asking the Friends of the Library to purchase a new bike rack and a new sign for the Library lawn. The current wooden sign is in very bad shape.
 - B. Collection shifts—The collection shifting project is completed and library patrons seem to like the changes.
 - C. FY'14 budget—The Director made her presentation before the City Council on May 1 and it was well received. The budget is \$191 less than last year.
 - D. Automation System –The Library staff should be able to start working with our new vendor early next week. The contract is in the process of being signed.
6. **NEW BUSINESS**
 - A. Priority Based Budgeting exercise—In this exercise the City Department Heads looked at all services in the city and prioritized them by order of importance. The provision of public Internet access at the Library fell into the 4th quartile—lowest importance. Yet 22-26% of Dover residents don't have Internet access, and the Library is their lifeline to many services that are only available online. The digital divide would become wider without access at the Library.
 - B. Staffing: Adult Services Librarian—Barbara Winter will be retiring as of July 12. The position will be upgraded to a Librarian II with a Master's Degree in Library Science required. The Director is working on an updated job description and the position will be advertised in late May. Interviews will take place in June and we hope to have a new hire by mid-July.



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7. UPCOMING PROGRAMS

- May 1: Library Budget presentation to City Council, 7pm
- May 4: 3rd Family-Friendly Classical Music Concert (French composers) 11am
- May 4: "Paws for Reading" with Goldie, 10:30am
- May 4, 11, 18: Saturday matinees: The Hobbit 1:30, Beautiful Creatures 2pm, Jack Reacher 2pm
- May 14: Friends of the Library bi-monthly meeting, 6:30pm
- May 18: Lego Saturday---all day 9-5 in Children's Room
- May 20: An Evening of Poetry, 6:30pm, Poetry Contest readings & prize awards
- May 21: Friends of the Library program, "A Garden for Wildlife: Natural Landscaping for a Better Backyard" Jean Eno, 7pm
- May 25: Last 9-5 Saturday for the year (9-1 June---August)
- May 27: Library closed for Memorial Day
- Art exhibit: Paintings by Dan Carrel

8. ITEMS OF CONCERN--No items of concern.

9. ADJOURNMENT --The meeting was adjourned at 4:41 on a motion made by Susan Story Galt and seconded by Ann Schultz.

NEXT MEETING DATE: THURSDAY, JUNE 6, 2013 @ 4:00PM