

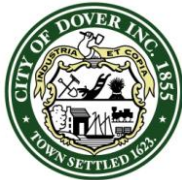


CITY OF DOVER

LIBRARY BOARD OF TRUSTEES---MINUTES

Meeting Type: Regular Meeting
Meeting Location: Dover Public Library, 73 Locust St., Dover, NH 03820
Meeting Date: **Thursday, December 5, 2013**
Meeting Time: **4:00pm**

1. **CALL TO ORDER**--The December meeting was called to order at 4:06pm by Carol Boc. Attending were Susan Story Galt, Michael Egan, Reference Librarian Denise LaFrance, and Library Director Cathleen Beaudoin. Ann Schultz and Dorothy Wagner were excused absences.
2. **MINUTES ---NOVEMBER 7, 2013**--Minutes of the November meeting were approved on a motion made by Michael Egan and seconded by Susan Story Galt.
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—
 - One of the library's security cameras stopped functioning and was replaced at a cost of \$678.
 - Alarm testing and repairs were completed.
 - The Library experienced a power outage on Monday, November 25 at 9:15 that lasted 40 minutes. The outage resulted in problems with our computers, printing capabilities, WIFI, and heat. The heating problems were due to a faulty electrical relay and this problem was discovered and fixed at 4:30 that day.
 - B. Koha automation system—The Library's automation system will be moving to a larger cloud server as we have been experiencing slow-downs when the Middle School is teaching a library searching class in their computer lab.
 - C. Booksale—The Friends of the Library Booksale went very smoothly this year and made more money than usual. The Friends of the Library volunteers provided over 300 hours of labor.
 - D. Bike racks installed—New bike racks were installed under the portico of the Library.
 - E. Woodwork and window replacement—Replacement of the rotted woodwork around the windows in the addition of the library continues. Four new half-round windows were also replaced. Community Services staff are providing the labor and so our cost, thus far, is just \$600 for materials and supplies. An original estimate from a vendor was \$1,000 per window (4). When the woodwork is complete we will look for new furniture to replace the much worn 25 year old chairs.



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6. NEW BUSINESS

- A. Staff cross-training—The Library staff have begun cross-training between the Children’s Room, Adult Circulation, and Technical Services staff. This will allow for easier substitutions during illness or vacations.
- B. NoveList Plus (non-fiction recommendations)—The Library’s NoveList database, a readers’ advisory resource, has been upgraded to NoveList Plus which includes reviews and recommendations for non-fiction.
- C. Council tour December 7—The City Council elect will be visiting the Library on Saturday, December 7 on their bus tour of City facilities.

7. UPCOMING PROGRAMS

Dec. 7: Paws for Reading 10-11am
Dec. 3: Riverstories with George Maglaras, 7pm
Dec. 10: Storm Proofing Your Property. 7pm
Dec. 11: Loving Kindness Meditation, 12-1pm, Dharmachari Candradasa
Dec. 14: Mindfulness of Breathing Meditation, 12-1pm, Dharmachari Candradasa
Dec. 16: Library Book Group “Where’d You Go, Bernadette” by Maria Semple, 6:30pm
Dec. 16-24: Children’s craft “Reindeer Bag Puppet” all week
Dec. 19: Paws for Reading 4-5pm
Dec. 24: open 9-12
Dec. 25: closed for Christmas
Dec. 28: Lego Saturday, all day in Children’s Room
Dec. 7, 14, 21 & 28: Sat.matinees, 2pm (Planes; Smurfs2; Little Brother, Big Trouble; Lone Ranger)
Dec. 31: open 9-4

8. **ITEMS OF CONCERN**—The Library Board of Trustees was invited the Library staff holiday party to be held on Thursday, December 12 at 5:30pm.

9. **ADJOURNMENT**-- The meeting was adjourned at 4:42 on a motion made by Michael Egan and seconded by Susan Story Galt.

NEXT MEETING DATE: THURSDAY, JANUARY 2, 2014 @ 4:00PM