

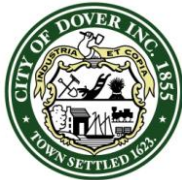


**CITY OF DOVER**

## LIBRARY BOARD OF TRUSTEES---MINUTES

Meeting Type: Regular Meeting  
Meeting Location: Dover Public Library, 73 Locust St., Dover, NH 03820  
Meeting Date: **Thursday, January 9, 2014**  
Meeting Time: **4:00pm**

1. **CALL TO ORDER**--The January meeting was called to order at 4:00pm by Carol Boc. (Postponed from January 2 due to a snowstorm.) Attending were Susan Story Galt, Michael Egan, Dorothy Wagner, and Library Director Cathleen Beaudoin. Ann Schultz was an excused absence.
2. **MINUTES ---DECEMBER 5, 2013**--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 (DECEMBER)**--The Report of the Library Director for December was approved on a motion made by Susan Story Galt and seconded by Dorothy Wagner.
4. **CORRESPONDENCE**-- No correspondence to report.
5. **OLD BUSINESS**
  - A. Building issues—A gasket failed in the building’s sprinkler system, causing the dry system to “charge” itself. No water damage occurred and the system was drained by the Dover Fire Department. Repairs were completed on January 3. We are also experiencing some heating problems in the addition caused by a frozen blower. Also, the Friends of the Library will be asked to expend \$2,234 for a new exterior sign for the lawn.
  - B. Koha automation system—The Library’s automation vendor is still working on a solution to our slowdown problems when the schools are teaching a group searching class in their computer labs. We will also be including funds for Self-Checkout units (2) in the FY’15 budget request.
  - C. Woodwork and window replacement —The work by the Facilities & Grounds staff has been completed and the addition windows now look marvelous.
  - D. Staff Cross-Training—Cross-training for circulation desk work was completed in December, with Children’s Room personnel trained to work upstairs and Adult Circulation people trained to work downstairs. This will help during staff shortages or staffing emergencies.
6. **NEW BUSINESS**
  - A. Upholstered chairs—As the next step in sprucing up the addition, we are looking at replacing about a dozen 25-year-old upholstered chairs in that location and in the mezzanine. We’ve ordered a sample chair (free) to test out one that we like. This project will need to go out to bid because of the cost and we will use leftover carpeting money to fund it.
  - B. Budget FY’15—Appropriation requests for FY’15 have all been submitted, minus personnel costs which have not yet been determined by the Finance Department. We are asking for about \$21,000 more next year for things such as digitization of



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City Directories, maintenance costs for security cameras, piano tunings, programming funds, 10,000 new borrowers cards, self-checkout equipment, a new (refurbished) microfilm reader/printer, an additional Wi-Fi hotspot for the top floor, 2 hours of additional staffing, and a 2% increase in books. FY'15 fee schedule proposals were passed out with no changes from this year. The diminishing number of non-resident borrowers was discussed.

### 7. UPCOMING PROGRAMS

- Jan. 1: Library closed for New Year's Day
- Jan. 6: Story time registration, Children's Room
- Jan. 13: Library Book Group "Rules of Civility" by Amor Towle, 6:30pm
- Jan. 13-18: Make a "Polar Bear Puppet" in the Children's Room
- Jan. 14: Friends of the Library meeting, 6:30pm
- Jan, 20: Library closed for Martin Luther King Day
- Jan. 21: Friends program: Ken Gloss, Brattle Bookshop, Antiquarian Books & Appraisals, 7pm
- Jan, 25: Lego Saturday, all day in Children's Room
- Jan. 27: Game Day (board games sponsored by Myriad Games) 4:30—6:30pm
- Jan. 28 & Feb. 1: Public scanning sessions for Foster's "Tri-City Memories" book
- Jan. 4,11,18,25: Sat.matinees, 2pm (Despicable Me 2; Percy Jackson: Sea of Monsters; Wolverine; Mortal Instruments)

8. **ITEMS OF CONCERN**—The Library Board of Trustees may have a city council liaison appointed by the Mayor.

9. **ADJOURNMENT**-- The meeting was adjourned at 4:45 on a motion made by Dorothy Wagner and seconded by Michael Egan.

**NEXT MEETING DATE: THURSDAY, FEBRUARY 6, 2014 @ 4:00PM**