

**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, September 4, 2014**  
Meeting Time: **4:00pm**

- 1. CALL TO ORDER** --The September meeting was called to order at 4:03pm by Carol Boc. Attending were Susan Story Galt, Dorothy Wagner, Denise LaFrance, Michael Egan, Tony McManus (City Council Liaison), and Library Director Cathleen Beaudoin. Ann Schultz was an excused absence.

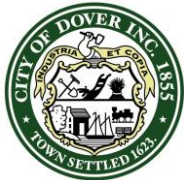
**MINUTES ---JUNE 5, 2014** Minutes of the May meeting were approved on a motion made by Susan Story Galt and seconded by Dorothy Wagner.

- 2. REPORT OF THE LIBRARY DIRECTOR (JUNE, JULY, AUGUST)** The Reports of the Library Director for June, July and August was approved on a motion made by Susan Story Galt and seconded by Dorothy Wagner.

- 3. CORRESPONDENCE**—None

- 4. OLD BUSINESS**

- A. Building:** We are very happy to have our 15 new lounge chairs in place, and the chairs are very popular with our patrons. Community Services removed and disposed of the old chairs. The Library would like to thank Portsmouth Sign Company for revising our brand new sign to reflect our added Wednesday evening hours. Community Services coordinated with the Dover Fire Department to use a ladder truck to inspect the Library's chimney. The Library Director has a CD with photographs showing the many holes and gaps in the chimney. We will need a chimney masonry specialist to repair the problems.
- B. Adult Services Librarian:** We would like to welcome Susan Dunker as our new Adult Services Librarian. Susan comes to us after an 18 year career at the Jackson Public Library.
- C. Summer Reading Programs:** The Library Director prepared a financial report of money spent on the Summer Reading Programs, with a breakdown of how things were paid for—donations, solicitations, and the Friends of the Library. The Reading Programs require a great deal of staff time and funding, but these programs are at the core of our mission. Together the staff and community make the programs an enormous success.
- D. Discussion of Bulletin Board policy:** The Library received a complaint from a patron regarding the use of our public bulletin boards, as we declined to allow her to post information advertising her Wedding Photography business. The Library has a "Bulleting Board & Literature Distribution Policy" last revised on 5/6/2010 that states advertisements "shall generally be from non-profit organizations". The Library Director would like confirmation that the Board agrees with the policy, and will defend it if necessary. The Library also had some problems recently with the posting of political signs on our front lawn during events held in the Lecture Hall. There is a city rule that disallows political signs on city property. There was also



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an off-topic comment made on our Facebook page regarding political candidates. The city's social media policy allows the Library to remove these comments.

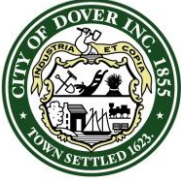
- E. Parking Lot: When the new Police Station begins construction on Orchard Street users of the Orchard Street lot will be told they can park in the Library parking lot after 4pm. The new apartments on the corner of Central Ave. and Silver St. will allow tenants the use of one underground parking space, and additional cars will have to park on the street. However, during the winter parking ban, 21 Library parking lot spaces can be used by tenants for overnight parking.

### 5. NEW BUSINESS

- A. EventKeeper/TixKeeper: The Library now subscribes to Eventkeeper for the listing of upcoming events at the Library—lectures, movies, story times, etc. The look is more polished and gives the staff more flexibility in offering services such as online registration for events, email reminders, and sharing interesting events with friends. On September 9 the Library will begin offering Tixkeeper, which is an online reservation system for our 16 museum passes. Patrons will be able to go online and see what is available and reserve passes from home. Patrons are still welcome to call the Library and have staff reserve for them.
- B. Internship position: The Library was fortunate to have a very knowledgeable intern for the summer who was able to help with computer and technology projects. This positive experience has encouraged us to register with UNH and hopefully have future interns apply. These are unpaid positions, but students can earn credits.
- C. Story times registration changes: The Children's Room staff has made changes to the fall story times. The staff offers 6 story times, 3 will be drop-in for preschool age, 2 toddler groups (18 months to 3 years) which will require registration, and 1 family story time held in the Lecture Hall. Drop-in story times will allow for greater flexibility for our busy families.
- D. Stronger "no smoking" enforcement: A new "no smoking" sign was installed near the picnic table in the front of the Library. The McConnell Center and Library campuses are no smoking areas in accordance with city ordinance 131-21. The Library staff will speak to offenders when complaints are received.

### 6. UPCOMING PROGRAMS

- Sept. 2: Registration for toddler story times begins  
Sept. 6: Regular hours resume: 9-5 on Saturdays  
Sept. 6: "Paws for Reading" with Murphy, 10am  
Sept. 9: Friends of the Library bi-monthly meeting  
Sept. 10: 2<sup>nd</sup> Wednesday Movie ("They Came Together") 6:30pm  
Sept. 13: Legos Saturday all day in Children's Room  
Sept. 15: Library Book Group "Beginner's Goodbye" by Anne Tyler, 6:30pm  
Sept. 15-20: Craft for children---make a "Thinking Cap" all week



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Sept.16: Friends program: Author Helen Peppe, 7pm (“Pigs Can’t Swim”)  
Sept. movie matinees (Sept. 6, 13, 20, 27: Divergent; Muppets Most Wanted; Bears; Godzilla) 2pm  
Sept. art exhibit: paintings by Pete Dixon

**7. ITEMS OF CONCERN—None**

- 8. ADJOURNMENT** --The meeting was adjourned at 4:53 on a motion made by Dorothy Wagner and seconded by Michael Egan.

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