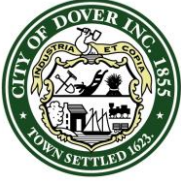


**CITY OF DOVER**

## LIBRARY BOARD OF TRUSTEES---MINUTES

Meeting Type: Regular Meeting  
Meeting Location: Dover Public Library, 73 Locust St., Dover, NH 03820  
Meeting Date: **Thursday, October 2, 2014**  
Meeting Time: **4:00pm**

1. **CALL TO ORDER** --The October meeting was called to order at 4:04pm by Carol Boc. Attending were Susan Story Galt, Dorothy Wagner, Denise LaFrance, Michael Egan, Ann Schultz, Tony McManus (City Council Liaison), and Library Director Cathleen Beaudoin.
2. **MINUTES---SEPTEMBER 4, 2014--** Minutes of the September meeting were approved on a motion made by Dorothy Wagner and seconded by Michael Egan.
3. **REPORT OF THE LIBRARY DIRECTOR (SEPTEMBER)** --The Report of the Library Director for September was approved on a motion made by Susan Story Galt and seconded by Ann Schultz.
4. **CORRESPONDENCE**—The Trustees received copies of the NH Library Trustees Newsletter.
5. **OLD BUSINESS**
  - A. Building: The Library Director has been talking to a roof consultant in regards to the chimney. He believes the chimney does not need to be replaced, but will need to be repaired by a contractor experienced with historic buildings. The consultant does not do the actual repairs, but oversees the work. The Library Director shared pictures of the chimney showing its cracks and bulges. The Library also has 4 windows that need to have their balances replaced which will cost approximately \$180 per window.
  - B. TixKeeper museum pass reservation system—The Library has had the Tixkeeper museum reservation system up and running since September 9. Tixkeeper has been well received by our patrons. A Library Trustee suggested adding the Woodman Museum to our museum pass offerings. The Woodman Museum does not currently have a library pass program.
  - C. New library interns—The Library is fortunate to have 2 interns for the fall. Michaela Pugh is a library school student and will be working for 135 hours. A UNH computer intern will be starting in the coming weeks, and will be working with Peggy Thrasher.
  - D. Digitization of city directories—The Library has contracted with Advantage Preservation to digitize 12 of our most fragile Dover City Directories. The 12 volumes that have been sent are from the years 1865 to 1888. The digitized image will be available via a web site which will be fully searchable, and will be extremely helpful to historians and genealogists. The project cost is \$2,000 and the Library hopes to send 12 volumes per year.
6. **NEW BUSINESS**
  - A. Automated door counters—The Library door counters have been automated. The software will automatically record daily visits, and make available statistics such as busiest times of day.



**CITY OF DOVER**

## LIBRARY BOARD OF TRUSTEES---MINUTES

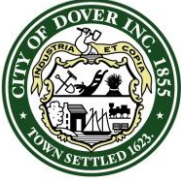
Meeting Type: Regular Meeting  
Meeting Location: Dover Public Library, 73 Locust St., Dover, NH 03820  
Meeting Date: **Thursday, October 2, 2014**  
Meeting Time: **4:00pm**

- B. Tutoring policy—The Library’s meeting rooms, as well as tables in the addition and reference area, are very heavily used by tutors and students. We do not charge for the use of the rooms, though these meetings may technically be “for profit”. A woman recently wanted to use a room to teach Microsoft Office to paying clients, and the Library refused her free use of the room. The woman was understanding, but it also seemed unfair to refuse her one-on-one teaching, but allow tutoring. The Library does not want to discourage tutoring, as it is a perfect place for this type of education to take place. The decision as when to charge and when not to, is a difficult decision which includes some grey areas. The Trustees suggested the Library Director check with other New Hampshire libraries in the Urban Consortium to see how they handle meeting rooms, and fees.
- C. Library Card Sign-up Month—September was National Library Card Sign-Up Month and the Library created a super-hero photo booth. Patrons could take their picture, along with word bubbles and masks available, and receive free comics and be entered for gift certificates. The Library would like to thank Jet Pack Comics in Rochester for providing us with the comics and gift certificates.
- D. Kindle Fires (2) to circulate—The Library received 2 Kindles Fires as donations, and will download apps onto them for circulation. The 1st Kindle Fire will have games and the 2<sup>nd</sup> will include utility/lifestyle apps. The Kindles will be available in the next few weeks.

### 7. UPCOMING PROGRAMS

- Oct. 4: “Paws for Reading” with Murphy, 10am
- Oct. 8: 2<sup>nd</sup> Wednesday Movie (“Words & Pictures”) 6:30pm
- Oct. 11: Legos Saturday all day in Children’s Room
- Oct. 13: closed for Columbus Day holiday
- Oct. 14: Friends program: Zip Zamarchi & bicycle history, 7pm
- Oct. 15: Author Lisa Gardner, 7pm
- Oct. 18: Pumpkin decorating for kids 5-12 yrs, 10am-12
- Oct. 20: Library Book Group “Life After Life” by Kate Atkinson, 6:30pm
- Oct. 20-25: @The Creation Station---make a “Clip-on Bat” all week
- Oct. 24: Booksale begins for cardholders only
- Oct. 25: Booksale for the general public (through Nov. 8)
- Oct. 27: Registration for toddler story times begins
- Oct. 27: Special Halloween story time, 7pm
- Oct. movie matinees (Oct. 4,11,18: The Fault in Our Stars; Legends of Oz: Dorothy’s Return; Amazing Spider-Man 2) 2pm
- Oct. art exhibit: artwork by Megan Miller

### 8. ITEMS OF CONCERN—None



**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, October 2, 2014**  
Meeting Time: **4:00pm**

9. **ADJOURNMENT**--The meeting was adjourned at 4:48 on a motion made by Dorothy Wagner and seconded by Ann Schultz.

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