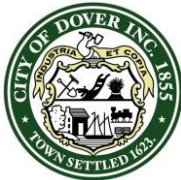


CITY OF DOVER

LIBRARY BOARD OF TRUSTEES---MINUTES

Meeting Type: Regular Meeting
Meeting Location: Dover Public Library, 73 Locust St., Dover, NH 03820
Meeting Date: **Thursday, October 1, 2015**
Meeting Time: **4:00pm**

1. **CALL TO ORDER** The October meeting was called to order at 4:00pm by Carol Boc. Attending were Susan Story Galt, Ann Schultz, Dorothy Wagner, Tony McManus, Denise LaFrance, and Cathy Beaudoin. Michael Egan arrived later.
2. **MINUTES---SEPTEMBER 3, 2015** Minutes of the September meeting were approved on a motion made by Dorothy Wagner and seconded by Ann Schultz.
3. **REPORT OF THE LIBRARY DIRECTOR (SEPTEMBER)** The Report of the Library Director was approved on a motion made by Susan Story Galt and seconded by Ann Schultz.
4. **CORRESPONDENCE** --The Library Director received a notice regarding the Trustees Association upcoming workshops.
5. **OLD BUSINESS**
 - A. Building: sign addition, air conditioning in CIP FY'17, parking lot lights—The Friends of the Library have purchased a hanging sign to add to the road sign listing our Sunday hours. The \$128,000 air conditioning installation costs, in the Capital Improvements Plan for FY'17, that were slated to be added to our operating budget for next year have been moved to financing through a Capital Reserve account. The CIP is scheduled for passage in December. There are currently no parking lot lights in the Library lot. The lights were removed so the damaged bases could be replaced. New LED lights have been ordered. This is a beta test for this type of light and will therefore have a meter attached for monitoring.
 - B. Sunday hours—Sunday hours have begun. September is a slow month for the Library, and Sundays have had beautiful weather so far. We expect traffic to increase as the weather gets colder.
 - C. Hallway bulletin board: A new hallway bulletin board is in place and debuted on September 28th. Two-thirds of the board is for events happening at the Library, and one-third is for a "Did you know" section which will change monthly. "Did you know" will feature a database or service the Library offers and how to use it.
 - D. "1000 Books Before Kindergarten" program—The Library will debut this program at the beginning of November when we receive the bags. Any child from birth to 5 can sign up for the program.
6. **NEW BUSINESS**
 - A. Series numbering project—The Library has been utilizing volunteers to begin this project. This involves identifying series, book order, and placing series numbers on the spines of the books. This will be a long term project.
 - B. New personnel and retirements—The Library has hired 2 new people to fill in Sunday hours. The new hires are Tabatha Miller and Kelly Moran. Liz Wilbur, a library page, has found full time employment and has given her notice. The Library is currently advertising for this position. Kathleen Thorner, the Children's



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Librarian, will be retiring on December 4. The Library Director is currently working on updating the job description, and hopes to advertise the position soon. The position will be for 40 hours and will require an MLS degree.

- C. Friends' booksale—The Friends of the Library annual booksale will begin on Friday, October 30th for cardholders, and on Saturday, October 31st for the general public. The booksale typically raises between \$6,000 to \$8,000. Inmates from the Strafford County jail's work release program will help with the set up on Monday, October 26.

UPCOMING PROGRAMS

Oct. 5: College Admission: what every parent needs to know 6:30pm
Oct. 5,6,7,13,14, & 19: Classic Monster Movie Marathon 6:30pm
Oct. 10: Paws for Reading with Murphy 10-11am
Oct. 12: CLOSED for Columbus Day holiday
Oct. 17: Bricks for Kidz 10am to 2pm —motorized Legos
Oct. 19: Library Book Group "Little Bee" by Chris Cleave, 6:30pm
Oct. 20: Friends program: Will Broussard "Mt. Washington, Home of World's Worst Weather" 7pm
Oct. 21: Monthly Game Night, 6pm
Oct. 30: Booksale (Cardholders only)
Oct. 31: Booksale (General Public--- through Nov. 14)

7. **ITEMS OF CONCERN** --There were no items of concern.

8. **ADJOURNMENT**--The meeting was adjourned at 4:28 on a motion made by Dorothy Wagner and seconded by Michael Egan.

NEXT MEETING DATE: THURSDAY, NOVEMBER 5, 2015 @ 4:00PM