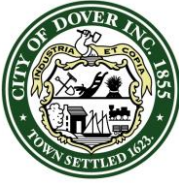


CITY OF DOVER

LIBRARY BOARD OF TRUSTEES---MINUTES

Meeting Type: Regular Meeting
Meeting Location: Dover Public Library, 73 Locust St., Dover, NH 03820
Meeting Date: **Thursday, September 1, 2016**
Meeting Time: **4:00pm**

1. **CALL TO ORDER**--The September meeting was called to order at 4:00pm by Carol Boc. Attending were Susan Story Galt, Ann Schultz, Dorothy Wagner, Michael Egan, Denise LaFrance, and Cathy Beaudoin.
2. **MINUTES---JUNE 2, 2016**--Minutes of the June meeting were approved on a motion made by Ann Schultz and Michael Egan.
3. **REPORT OF THE LIBRARY DIRECTOR (JUNE, JULY, AUGUST)** --The Reports of the Library Director was approved on a motion made by Susan Story Galt and seconded by Dorothy Wagner.
4. **CORRESPONDENCE**—The Director received a copy of the revised New Hampshire Library Trustees Association guide. The information can also be accessed via the NHLTA website at NHLTA.org.
5. **OLD BUSINESS**
 - A. FY'17 budget: We are now in the FY'17 budget cycle and have begun purchasing items that were included in the budget such as new chairs and dividers for the Lecture Hall to facilitate more tutoring space.
 - B. HVAC in CIP: The Director has submitted Phase 2 of the air conditioning project to the CIP in the amount of \$300,000. The project is slated to come before the City Council for approval in December. The original specs for the air conditioning project overlooked the main floor of the Library and therefore did not budget enough money to air condition the entire Library. Siemans analyzed our system and has estimated that it will cost \$430,000. If the CIP is passed, we will be able to go ahead with plans for air conditioning next summer.
 - C. Chimney project: The chimney project has been delayed by one week, and will begin on Sept. 26, and take 6 weeks to complete. The driveway will be reduced to 1 lane while staging is being installed which should be just a few days.
 - D. Unit ventilator replacement: Three unit ventilators have been ordered and should be installed before this winter.
 - E. Non-resident Dover workers and students: Over 100 people have taken advantage of our new policy allowing non-residents, who work in or go to school in Dover, to be eligible for free Library cards.
6. **NEW BUSINESS**
 - A. Strategic Planning: Each Dover city department has been tasked with writing a strategic plan which looks forward 6 years. The Bryson model will be used to write the plan.
 - B. Passport Acceptance Facility: The Director was contacted by the National Passport Center enquiring if the Library would be interested in being registered as an acceptance facility. The Dover Library will be the first Library acceptance facility in New Hampshire. Fourteen staff members will receive 8 hours of training.



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It is estimated we will process 2 to 3 applications per day, with it being particularly busy on nights and weekends. The Library will receive \$25 per application. The service will be available anytime the Library is open and will not require an appointment.

- C. Drop-in storytimes (preschool, toddler, family, baby): Storytimes resume the week of September 11 and will no longer require a sign-up. All storytimes will be drop in, making it more convenient for our patrons to come when it suits their schedule.

UPCOMING PROGRAMS

Sat. matinees Sept. 10, 17, 24: Angry Birds; Ratchet & Clank; Jungle Book, 2pm
Sun. matinees: Sept. 11, 18, 25: High Noon, Seven Brides for Seven Brothers; The McConnell Story, 2pm
Sundays: Coloring for Adults, 2-3pm
Sept. 1: Morning Book Group "The Moonstone" by Wilkie Collins. 10am
Sept. 3-5: closed for Labor Day weekend
Sept. 6: authors Kevin Mannix and Linda Rota "Weathering Shame" 6:30pm
Sept. 7: Outdoor Photography with AMC's Paul Hopkins, 6:30pm
Sept. 9 & 30: Music with benji, 11am
Sept. 12: Weekly children's storytimes resume
Sept. 12: Intermediate Excel 6:30pm
Sept. 13: Introduction to Excel 9:15am
Sept. 13: Introduction to Word 1pm
Sept. 13: Friends of the Library meeting, 6:30pm
Sept. 14: 2nd Wednesday movie: "Money Monster", 6:30pm
Sept. 19: Evening Book Group "Station Eleven" by Emily St. John Mandel, 6:30pm
Sept. 20: Friends program: "Adventure Trip to Labrador & northern Quebec", Rick Little, 7pm
Sept. 21: Monthly Game Night, 6pm
Sept. 27: Button Up workshop, 6:30pm
Sept. 28: Hiking the Camino de Santiago, Theresa Fersch, 7pm

7. ITEMS OF CONCERN—None.

8. ADJOURNMENT--The meeting was adjourned at 4:41 on a motion made by Ann Schultz and seconded by Dorothy Wagner.

NEXT MEETING DATE: THURSDAY, OCTOBER 6, 2016 @ 4:00PM