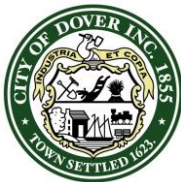


CITY OF DOVER

LIBRARY BOARD OF TRUSTEES---MINUTES

Meeting Type: Regular Meeting
Meeting Location: Dover Public Library, 73 Locust St., Dover, NH 03820
Meeting Date: **Thursday, October 6, 2016**
Meeting Time: **4:00pm**

1. **CALL TO ORDER**--The October meeting was called to order at 4:05pm by Carol Boc. Attending were Ann Schultz, Michael Egan, Denise LaFrance, and Cathy Beaudoin. Dorothy Wagner joined us at 4:10, and Susan Story Galt could not attend.
2. **MINUTES---SEPTEMBER 1, 2016**--Minutes of the September meeting were approved on a motion made by Ann Schultz and Michael Egan.
3. **REPORT OF THE LIBRARY DIRECTOR (SEPTEMBER)**--The Report of the Library Director was approved on a motion made by Dorothy Wagner and seconded by Michael Egan.
4. **CORRESPONDENCE**—The Director received a New Hampshire Library Trustees Association mailer advertising upcoming workshops.
5. **OLD BUSINESS**
 - A. HVAC solutions/ unit ventilator replacements: The Director attended a meeting last evening, with the City Council, concerning the CIP. The CIP includes Phase 2 of the air conditioning project in the amount of \$300,000. The status of the CIP will not be known until December. The 3 replacement unit ventilators have arrived and are being stored in the downstairs hallway. The ventilators will be installed by Siemens.
 - B. Chimney project: The chimney project has begun and is ahead of schedule. The staging has been erected and the old bricks dismantled. The roofing contractor now needs to provide underlayment. The chimney contractor expects to be here into November.
 - C. Strategic Planning process: Each Dover city department has been tasked with writing a strategic plan which looks forward 6 years. The Library Director just received the templates, from the Assistant City Manager, which will be used in formulating the plan. Carol Boc and Susan Story Galt have volunteered to be part of the process.
 - D. Passport Acceptance Facility: 14 staff member received full day training, on Monday and Tuesday of this week, to learn how to become Passport Acceptance Officers. The Library Director will meet with staff of the National Passport Center to work out details of the process and to plan a start date. The Library will have a soft opening until all staff are comfortable with the process. The Dover Public Library will be the first Library in the state to be a Passport Acceptance Facility.
6. **NEW BUSINESS**
 - A. Bequest from estate of Philip C. Petts: The Library Director received notification from the Law Firm of Upton & Hatfield that the estate of Phillip Petts had bequeathed the Library the balance of an IRA. The financial management company involved with the IRA needs a signature from the Dover City Manager before any information can be released. Any materials purchased with the funds will be in memory of Pat Keenan.



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- B. New ongoing programs: Kids' Book Club, Girls Who Code, Harry Potter Alliance:
The staff of the Library has been busy planning new programs for our young patrons. The Kids' Book Club is for kids in grade 3 to 6, and has met twice so far. The Girls Who Code Club is currently taking sign-ups and is for kids in grades 6 – 12. The Harry Potter Alliance is a community service group that has met once so far. They are currently working on a name for the group and what community projects they would like to be involved with.
- C. New technology classes: MapGeo, Extreme Excel, Conquer Your Excel Project :
The Library has expanded its offerings of technology classes. The MapGeo class was held twice and due to low turn-out will not be offered again. However, if community members are interested in learning how to use the software they are welcome to make an appointment for an individual tutorial.

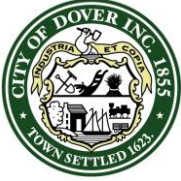
UPCOMING PROGRAMS

Oct.1: Paws for Reading with Murphy, 10-11am
Oct. 1, 8,15,22: Lego Saturdays in Children's Room
Oct. 1, 8, 15, 22: Saturday matinees: Capt. America; Open Season, Scared Silly; TMNT Out of the Shadows; Alice Through the Looking Glass, 2pm
Oct. 2, 9, 16, 23: Sunday Classic Cinema: Magnificent Seven; Dial M for Murder; The Birds; Psycho, 2pm
Oct. 2, 9, 16, 23, 30: Coloring for Adults 2-4pm
Oct. 3: Haunted Hikes of NH, Marianne O'Connor, 7pm
Oct. 5: Intermediate Excel, 6:30pm
Oct. 6: Morning Book Group: "The Art of Fielding" by Chad Harbach, 10-11am
Oct. 10: Library closed for Columbus Day
Oct. 12: 2nd Wednesday movie: "Ghostbusters", 6:30pm
Oct. 12: Extreme Excel, 6:30pm
Oct. 14: Conquer Your Excel Project 2-4pm (also Oct. 24 at 6:30pm)
Oct. 15: Snap Circuits with DHS Robotics Club in Children's Room, 10-12
Oct. 17: Evening Book Group: "The Signature of All Things" by Elizabeth Gilbert, 6:30pm
Oct. 17: Warfare in Medieval Europe, David Bachrach, 7pm
Oct. 18: Friends' program: "Two Old Friends" Emery & Prendergast, perform 7pm
Oct. 19: Monthly Game Night, 6pm
Oct. 19: Introduction to Word, 6:30pm
Oct. 26: Introduction to Excel, 6:30pm
Oct. 28: Annual Booksale: opens to cardholders only, 9am
Oct. 29: Annual Booksale opens to the general public, 9am (runs through Nov. 13)

7. ITEMS OF CONCERN—None.

8. **ADJOURNMENT**--The meeting was adjourned at 4:43 on a motion made by Ann Schultz and seconded by Dorothy Wagner.

NEXT MEETING DATE: THURSDAY, NOVEMBER 3, 2016 @ 4:00PM



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