

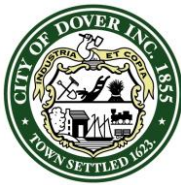
CITY OF DOVER

LIBRARY BOARD OF TRUSTEES---MINUTES

Meeting Type: Regular Meeting
Meeting Location: Dover Public Library, 73 Locust St., Dover, NH 03820
Meeting Date: **Thursday, November 3, 2016**
Meeting Time: **4:00pm**

1. **CALL TO ORDER**--The November meeting was called to order at 4:04pm by Carol Boc. Attending were Michael Egan, Cathy Beaudoin, Denise LaFrance, and Dorothy Wagner. Susan Story Galt and Ann Schultz could not attend.
2. **MINUTES---OCTOBER 6, 2016**--Minutes of the October meeting were approved on a motion made by Dorothy Wagner and Michael Egan.
3. **REPORT OF THE LIBRARY DIRECTOR (OCTOBER)**--The Report of the Library Director was approved on a motion made by Michael Egan and seconded by Dorothy Wagner.
4. **CORRESPONDENCE**—None
5. **OLD BUSINESS**
 - A. HVAC solutions/ unit ventilator replacements: The CIP includes Phase 2 of the air conditioning project in the amount of \$300,000. There will be 1 more public hearing before the CIP is voted on. Bids for air conditioning systems for both City Hall and the Public Library are in process. Prospective bidders for this work toured both facilities, with the City Purchasing Agent and Facilities and Grounds Supervisor, in order to assess the scope of work for both buildings. Bids for engineering design of new HVAC systems will be due in mid-November. The 3 replacement unit ventilators will be installed beginning Monday, Nov. 7. The ventilators will be installed by Siemens.
 - B. Chimney project: The chimney is up and looks exactly as the old chimney did. The chimney contractor is waiting for flashing and slate tiles to be completed. The chimney contractor expects to have the project complete in November.
 - C. Strategic Planning process: Each Dover city department has been tasked with writing a strategic plan which looks forward 6 years. The staff met on Monday to begin the process and have crafted a new mission statement, and worked on the SWOT/SWOO (strengths, weaknesses, opportunities, threats/obstacles). Carol Boc and Susan Story Galt have volunteered to be part of the process to represent the Trustees, and 2 members of the Friends of the Library have also volunteered. A meeting will be planned for December.
 - D. Passport Acceptance Facility: The Library is waiting for our official designation from the State Department as a Passport Acceptance Facility. When this happens we will order forms, which can take up to 6 weeks, and when the order arrives we will be ready to start accepting appointments.
 - E. Bequest from estate of Philip C. Petts: The paperwork for the bequest is currently being completed by the City Attorney and Finance Director.

6. NEW BUSINESS



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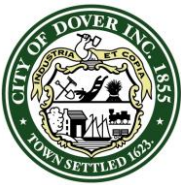
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- A. New ongoing programs: Teen Advisory Board, Kids' Tech Club: The Library is starting a Teen Advisory Board (TAB). The TAB will consist of volunteers in grades 7 – 12 who are interested in shaping the library's programs and services aimed at middle and high-school students. The Kids' Tech Club will be a monthly club for 3rd through 5th graders. Content will include learning about and using our various tech toys.
- B. Grant awards from NoveList and Walmart: The Library was awarded a \$1,000 NoveList grant—1 of only 10 libraries in the United States. The money will be used to promote the NoveList database, which is a Readers' Advisory tool. The Library was also awarded \$750 through a Walmart grant and will be used to further enhance the Children's Room makerspace.

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.



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8. **ADJOURNMENT**--The meeting was adjourned at 4:42 on a motion made by Dorothy Wagner and seconded by Michael Egan.

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