

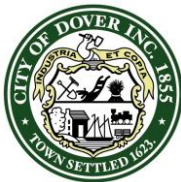
CITY OF DOVER

LIBRARY BOARD OF TRUSTEES---MINUTES

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

1. **CALL TO ORDER:** The December meeting was called to order at 4:00pm by Carol Boc. Attending were Susan Story Galt, Ann Schultz, Dorothy Wagner, Denise LaFrance, and Cathy Beaudoin. Michael Egan could not attend.
2. **MINUTES---NOVEMBER 3, 2016** --Minutes of the November meeting were approved on a motion made by Dorothy Wagner and seconded by Ann Schultz.
3. **REPORT OF THE LIBRARY DIRECTOR (NOVEMBER)** – The Report of the Library Director was approved on a motion made by Ann Schultz and seconded by Susan Story Galt.
4. **CORRESPONDENCE**—The Library Director received an email announcement from the NH Trustees Association for a workshop for Trustees concerning Right-to-Know.
5. **OLD BUSINESS**
 - A. HVAC solutions/ unit ventilator replacements: The CIP has been approved which includes funds for air conditioning the Library. The City will be hiring an engineering firm to design the air conditioning units for both City Hall and the Library. Bids for the engineering design are due at the end of November. The 3 unit ventilators have been replaced and are working well.
 - B. Chimney project: The chimney project is complete and has been approved by the architect hired to oversee the project. The Library will wait to repair the damaged ceiling in the Historical Room until spring to be sure the chimney is no longer leaking.
 - C. Strategic Planning process: Some members of the Library staff have met to begin the Strategic Planning process. A full meeting with volunteers from the Trustees, Susan Story Galt and Carol Boc, and volunteers from the Friends of the Library, Art Pelletier and Harold Wilber, will be held in January. The Plan must be completed by the end of March. An online survey of users was conducted by the Library to gauge patrons' Library experience including preferred materials types, how they use the Library, how they find materials, and the friendliness and helpfulness of the staff.
 - D. Passport Acceptance Facility: The Library will begin accepting passport applications on January 3, 2017.
 - E. Bequest from estate of Philip C. Petts: The bequest from the estate of Phillip C. Petts totaled \$7,500.
 - F. Library @ the polls: The Library had booths set up at 2 polling locations during the November election, and registered 75 community members for Dover Library cards, and also handed out brochures advertising services the Library provides.
 - G. 2016 Friends' Booksale proceeds: The proceeds of the Library book sale totaled \$7,913.45 approximately \$300 more than last year.

6. NEW BUSINESS



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- A. Lecture Hall room dividers: The Library has purchased 2 folding room dividers for the Lecture Hall. This will allow the Library to create more private spaces within the Lecture Hall to meet the growing demand for tutoring and private study space.
- B. FY'18 budget: The Library Director is currently working on the FY' 18 budget which is due on December 19.

UPCOMING PROGRAMS

Dec. 1: Morning Book Group: "Winterdance" by Gary Paulsen, 10-11am
Dec. 2,9,16,30: Music with benji, 11am
Dec. 3,10,17: Homemade Holidays workshops, 11am
Dec. 4,11,18: Homemade Holidays workshops, 3pm
Dec. 4,11,18: Coloring for Adults, 2pm
Dec. 5 & 10: "Hour of Code" workshops Mon. 6-7pm & 7-8pm; Sat. 10-11am & 11am-12noon
Dec. 10: Paws for Reading, 10am
Dec. 3, 10, 17, 31: Lego Saturdays in Children's Room
Dec. 7: Introduction to Excel, 6:30pm
Dec. 10 & 13: Kids' Book Club, 10am & 4pm
Dec. 3,10,17: Saturday matinees: The Wild Life; The Secret Life of Pets; Pete's Dragon 2pm
Dec. 4,11,18: Sunday Classic Cinema: The Shop Around the Corner; Christmas in Connecticut; White Christmas, 2pm
Dec. 12: Intermediate Excel, 6:30pm
Dec. 12: Cookbook author Laura Piazza "Recipes for Repair", 6:30pm
Dec. 13 & Dec. 20: Makerproject: soldering a light-up Christmas ornament, 6pm
Dec. 14: 2nd Wed. movie: Florence Foster Jenkins, 6:30pm
Dec. 14: Introduction to Word, 6:30pm
Dec. 17: Classical Music Concert with Naho Bessho, 11am
Dec. 19: Evening Book Group: Euphoria by Lily King, 6:30pm
Dec. 21: Monthly Game Night, 6pm
Dec. 24-26: closed for Christmas holiday
Dec. 31: closing at 4pm

- 7. **ITEMS OF CONCERN:** The Library Director invited the Trustees to the staff holiday party to be held at the Director's house.
- 8. **ADJOURNMENT:** The meeting was adjourned at 4:40 on a motion made by Susan Story Galt and seconded by Ann Schultz.

NEXT MEETING DATE: THURSDAY, JANUARY 5, 2017 @ 4:00PM