



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 6, 2018**
Meeting Time: **4:00pm**

1. **CALL TO ORDER--** The December meeting was called to order at 4:01 by Michael Egan. Attending were Susan Story Galt, Ann Schultz, Dorothy Wagner, Denise LaFrance, and Cathleen Beaudoin. Carol Boc was unable to attend.
2. **MINUTES---NOVEMBER 1, 2018 --** Minutes of the November meeting were approved on a motion made by Ann Schultz and seconded by Dorothy Wagner. Unanimously approved.
3. **REPORT OF THE LIBRARY DIRECTOR (NOVEMBER)--** The Report of the Library Director was approved on a motion made by Susan Story Galt and seconded by Ann Schultz. Unanimously approved.
4. **CORRESPONDENCE--** None to report.
5. **OLD BUSINESS**
 - A. Library air conditioning: The work on the installation of air conditioning has not begun, but should start later this month.
 - B. Space Planning contract---Stibler Associates: The Library has signed with Stibler Associates to do long range space planning for the Library. The Friends have agreed to pay \$4,000 of the fee and the rest will come from Trust Funds.
 - C. Staff Development Day---Dec. 7: The Library will be closed on December 7th for Staff Development Day. Staff from Stibler Associates will be on hand to interview staff about how work is performed and how work flow could improve. The Library staff will also do team building exercises as well as have fire extinguisher training.
 - D. Rotary meeting---Dec. 12: On December 12 the Dover Rotary will be presenting a check for \$25,000 to the Library for renovations to the Children's Room, including new shelving and furnishings for the upper level picture book area.
 - E. Friends' booksale: The Friends' Booksale made less money than last year, but with the monthly check from online seller Andrew Fitt the combined total is higher than last year's.
6. **NEW BUSINESS**
 - A. New printer and copier: The new printer and copier have been installed in the Library. This is a new lease and the Library will receive revenue from both machines.
 - B. "Creativity Corner"---Jan. 9: The Creativity Corner is a new program at the Library Designed to bring together a community of creative makers. It will be a place for crafters to share their creations and talk about them with others.
 - C. FY'20 Budget: The Library portion of the budget is due at the Finance Department on December 18. New items in the budget include maker tools, the restoration of Thursday evening hours, and upgrading a Library Assistant



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position to a Librarian I position.

UPCOMING PROGRAMS

- Dec. 1, 8, 15, 22, 29: Lego Saturdays all day in Children's Room
Dec. 1, 15, 29: Saturday matinees (Christopher Robin; Elliot the Littlest Reindeer; The House with a Clock in its Walls), 2pm

Dec. 2, 9, 16, 29: Sunday matinees (Christmas in July; It Happened on Fifth Avenue; Holiday Affair; Born Yesterday), 2pm
Dec. 4: Meditation class with Jacqueline Finnerty, 7pm

Dec. 5: Family Story time with the Mayor & Mr. & Mrs, Claus, 10am
Dec. 5: Local author David Moore "Small Town, Big Oil", 6:30pm
Dec. 5: Intermediate Excel, 6:30pm
Dec. 5: "Get Lit" @ Sonny's Tavern, "An American Marriage", Tayari Jones, 6:30pm

Dec. 6: Morning Book Group: "A Reliable Wife" by Robert Goolrick, 10am
Dec. 7: Library closed for Staff Development Day
Dec. 8: STEM Saturday---DHS Shockwave Robotics & Snap Circuits, 2pm
Dec. 9---15: Creation Station Reindeer Craft
Dec. 10: Knitting group, 6pm
Dec. 10: Local poet Claire Conroy "Listen", 6:30pm

Dec. 11: Local author Seth Ulinski "Amazing Heights", 6:30pm
Dec. 12: Extreme Excel, 6:30pm
Dec. 12: "Pizza & Pages", teen book group, 6pm
Dec. 12: 2nd Weds. Movie: "Colette", 6:30pm
Dec. 14: Adult with Toddler Yoga, 11am
Dec. 15: Paws for Reading 10am
Dec. 15: Charlie & The Chocolate Factory event 11am-1pm
Dec. 15: Tony McManus Christmas carols on piano 1-2pm
Dec. 16---22: Creation Station Elf Bag Puppet
Dec. 17: Interactive "Elf" movie, 6:30pm
Dec. 17: Evening Book Group: "News of the World" by Paulette Jiles, 6:30pm
Dec. 18: "Christmas Incorporated" film showing 6:30pm
Dec. 19: Game Night, 6pm
Dec. 22: Tony McManus Christmas carols on piano 10-11am
Dec. 23--25: Library closed for Christmas holiday
Dec. 26---31: Creation Station Cotton ball Snowman Stick Puppet
Dec. 31: close at 4pm New Year's Eve



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7. **ITEMS OF CONCERN:** The Library Director will be holding her annual holiday party for staff, Trustees and volunteers on Thursday, December 20th at 5:30pm.
8. **ADJOURNMENT:** The meeting was adjourned at 4:35pm on a motion made by Dorothy Wagner and seconded by Ann Shultz. Unanimously approved.

NEXT MEETING DATE: THURSDAY, JANUARY 3, 2019 @ 4:00PM