



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, Sept. 3, 2020**
Meeting Time: **4:00pm**

1. **CALL TO ORDER**--The September meeting was called to order at 4:03pm by Carol Boc. Also attending were Susan Story Galt, Ann Schultz, Dorothy Wagner, Michael Egan, Deborah Thibodeaux (virtually), Denise LaFrance and Emily Fortin. There was a malfunction of the recording equipment and this meeting was not recorded.
2. **MINUTES---MARCH 5, 2020** Minutes of the March meeting were approved on a motion made by Ann Schultz and seconded by Dorothy Wagner. Unanimously approved.
3. **REPORT OF THE LIBRARY DIRECTOR (AUGUST) --** The Report of the Library Director was approved on a motion made by Ann Schultz and seconded by Dorothy Wagner. Unanimously approved.
4. **CORRESPONDENCE** None to report.
5. **OLD BUSINESS**
 - A. FY'21 Budget: The library budget was approved with no cuts.
 - B. Retirements: Cathy Beaudoin and Sue Vincent retired in March. Denise LaFrance was hired to replace Cathy Beaudoin as Director and Olivia Pexton was hired to replace Sue Vincent as our ILL Librarian.
 - C. Working from home: Staff continued to plan virtual programs during the library's closure. Staff also worked on projects such as transcribing historic documents from our collection. Phone calls were forwarded to staff lines so that we could answer patrons' calls.
 - D. Book donations twice monthly: The library is not accepting donations at this time, and we are unsure when donations will resume.
6. **NEW BUSINESS**
 - A. Custodial Services: Michael Scarponi is out on short term disability until October 24. C&W has been contracted as his replacement at this time.
 - B. Re-opening procedures: Procedures include hourly cleanings of high-touchpoint areas, limiting the number of patrons in the building to 22 people at one time, asking patrons to wear masks during their visit and to limit their time in the building to one hour or less.
 - C. Library Hours: After Labor Day, library hours will be Monday – Tuesday: 9am-8:30pm, Wednesday – Saturday 9am-5pm.
 - D. Book pick up service and Hand-Picked Books: Popularity of our book pick-up service has been waning; new appointment slots will be Tuesdays 10am-12pm and 4-6pm and Saturdays 10am-12pm. Our Hand-Picked Books service is continuing for patrons who are uncomfortable browsing and would like suggestions on what to



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, Sept. 3, 2020**
Meeting Time: **4:00pm**

borrow next.

E. Needle dispensers: Needle dispensers have been installed in all four public bathrooms.

F. Retirements & staff vacancies: Peggy Thrasher, our Information & Technology Librarian, gave us notice of her retirement. We have hired Mark Thomas as her replacement, and he will begin late September. We have a 16-hour/week position available which we will not be filling at this time.

UPCOMING PROGRAMS

September: Virtual Cookbook Club: Everyday
Sept 3: Morning Book Group, 10am (in person)
Sept. 6: Virtual Dungeons & Dragons 2pm to 4pm
Sept. 8: Friends of the Dover Public Library meeting 6:30pm
Sept. 8, 14, 21, 28: Movies on the Front Lawn—La La Land, Spaceballs, Dirty Dancing, Grease.
Sept. 14, 21, 28: Read WITH a Librarian 9am to 12pm
Sept. 14: Knitting on the Lawn 5pm to 6:30pm
Sept. 14: Teen Advisory Board 6pm
Sept. 15, 22, 29: Story times on the Lawn, 10am to 10:45am
Sept. 16, 23, 30: Read with a Librarian, 3 to 4:30pm
Sept. 17 & 24: Online Storytime 10am to 10:45.
Sept. 16: Pizza & Pages (Teen Book Group) 6pm
Sept. 17: Learn to Zoom—Virtual Class 11am to 11:30am
Sept. 18, 25: Mother Goose on the Loose: 10am to 10:30am (Virtual)
Sept. 21: Virtual & In-person Afternoon & Evening Book Group 3pm & 6:30pm
Sept. 30: Get Lit Adult Book Club on Lawn 6:30pm

7. **ITEMS OF CONCERN:** Repairs to the slate roof were made in April. Ceiling work above the main stairwell and in the Historical Room was completed in August. Repairs to the flat roof were made in July. Plans are being made to replace our 1905 roof.

8. **ADJOURNMENT** The meeting was adjourned at 4:44 pm on a motion made by Susan Story Galt and seconded by Ann Schultz. Unanimously approved

NEXT MEETING DATE: THURSDAY, OCT. 1, 2020 @ 4:00PM