

**DOVER FREE LIBRARY BOARD OF TRUSTEES SPECIAL MEETING**  
**September 25, 2008**

**Meeting Called to Order:** 7:05 PM

**Present:** Joanne Blumenthal, Carol Lucas, Charles Wheeler, Linda Holland, and John Flores

**New Business:** This meeting was called to consider the question of **structuring the Library's fiscal year** so that the Trustees do not have to petition the Board of Selectmen for money to operate the library for the months of July and August. Since the Library's fiscal year ends on June 30, and the town usually distributes funds for operating expenses for the new fiscal year on or about September 1, there is a problem with accounting and covering those two months' operating expenses.

Linda Holland, liaison to the Library from the Selectboard explained that the town does not make distributions until the first tax revenue is collected in August, and the library historically has had this two month gap. Several suggestions were made, including changing the Library's fiscal year to reflect the actual distribution of funds from September to August. However, there will be a potential problem with the first year of this change, creating a "catch-up" situation.

Charles suggested that this is a timing problem rather than a shortfall, as was perceived by some of the Selectboard. The Trustees made it clear that the library operates responsibly and within its budget, and is seeking to streamline the accounting and allocation processes.

Charles suggested that a 3 payment system be implemented by the Selectboard to alleviate the procedure of having to ask for money each year. Linda concurred that this would be workable, and suggested that a letter be sent to the Selectboard for its November agenda.

Charles suggested that the distribution schedule be 1/6 of the operating budget paid on July 1, 2/6 (1/3) on September 1, and 3/6 (1/2) on February 1. This suggestion will be sent to the Selectboard for its consideration.

Linda Holland made a second suggestion: The DECD might be approached for the two months that need to be covered if the Library chooses to change its fiscal year. She believes that the Library qualifies for consideration of this matter since it "adds to the quality of life in the town." This measure was discussed and may be revisited after the Selectboard acts on the first proposal.

Linda also informed the Trustees that Efficiency Vermont will be making a survey of the building, suggesting ways to conserve energy in the building. A Capital Building fund is being developed to address energy efficiency upgrades, and that the Library should prepare a list of concerns to be addressed to make the building more energy efficient.

The water problems are being addressed by the Selectboard, and a report by Weston and Samson is on the October 2 agenda.

**Next Meeting:** October 15, 2008.

**Meeting Adjourned:** at 7:50 PM

Respectfully submitted, Joanne Blumenthal, Chairperson

Carol Lucas, Secretary

*These minutes are unofficial. They have not been approved by the Trustees of the DFL.*