**DOVER FREE LIBRARY TRUSTEES MEETING**

**Tuesday, March 21, 2023, 1:00 – 1:30 p.m.**

**Present:** Ed Brookman, Aurora Roberts, Jodi Keeler, Susan Rand, John. Later - Carole Holland

Regrets: Dianne Fellows

**Public Comment:** none

**Prior Meeting Minutes:** accepted

**Financial Report:**

Financial Audit & Bookkeeper Options - Discussion - Carole Holland as an independent contractor bookkeeper @ $20/hr., 3 month probationary period. Motion by Ed to hire bookkeeper, Carole Holland, to assist John, 2nd Jodi Keeler, passed. Carole joined in for monthly finances review. Financial report accepted.

**Old Business:**

Dog Policy – Bob will wear an identifying vest as “DFL Library Dog” that will cover the area where flea tick medicine is applied. It will be unnecessary to post a sign about topical medicine application.

Little Free Library **–** Presently covered with snow from recent snowstorm. Susan will monitor for the next month.

Annual Vote Trustee Positions – Ed Brookman was re-elected to a 5-year term at Town Meeting. Motion by Ed to continue in the same positions as this past year., i.e. Ed as Chair, Aurora as Vice-Chair, Susan as Secretary. 2nd Jodi. Passed.

Alphabetical Video List – Now with bookkeeper, John will have more time to attend to this.

Cafe Chairs & Tables – John is still looking.

Library Director Performance Review – form was provided for John & trustees to each complete & return to Ed by March 31. Review will be discussed at the next meeting.

Website Updating – Current website person is not willing to update the site. Aashna is willing to take a website production/maintenance course and will likely become the website master.

Bulletin Board – A large board may be in the shed, presently inaccessible. John will check at a later date. If not there, he will purchase a new one.

**Director’s Report:**

More people coming back to the library. Excellent & active participation in “Blind Date with a Book”. Summer Programs are coming together. John has jury duty beginning April 1. Aashna will cover for John as needed.

**Children’s Library Report:**

Our Children’s Library is ranked #1 in Vermont for number of children’s programs. Summer programs are currently lined up.

**New Business:**

I-pads – 2 new & several old will be loaned out with a $20 deposit and copy of driver’s license.

Desk Physical/Health Barriers – discussion regards the comfort level of staff to keep in place or remove. Staff appreciate the barriers keeping patrons from encroaching into staff space. Trustees would like patrons to feel more welcome by cutting down height while keeping space for staff.

DVD/CDs Outside Return Box – suggestion for a locked box attached to book depository outside the library building. This would enable patrons to return items when the library is closed.

**Next Meeting:** Tues., April 18, 1:00 p.m.

Respectfully Submitted,

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Ed Brookman, Chairperson Susan Rand, Secretary

These minutes are unofficial and not yet approved by the Trustees of DFL. Corrected minutes will be available at the library after the next regularly scheduled meeting. Public notices of these minutes are posted at the following locations:

Dover Town Clerk Bulletin Board, Dover School, East and West Dover Post Offices, Dover Free Library, [www.doverfreelibrary1913.org](http://www.doverfreelibrary1913.org)