**DOVER FREE LIBRARY TRUSTEES MEETING MINUTES**

**Wednesday, May 10, 2023, 12:15 - 3:30 p.m.**

**Present:** John Flores, Jodi Keeler, Dianne Guminak, Susan Rand, Carole Holland

**Guests:** Kathy Saccoccio & Brendan McGrail, Scott Salway (all various portions of meeting)

**Public Comment:** None at the beginning of meeting.

**Prior Meeting Minutes:**  Motion by Sue, 2nd Dianne to approve April 28/2023 minutes with addition. Passed. Motion by Dianne, 2nd Jodi to approve April 18 minutes. Passed.

**Financial Report**: Jodi suggested a credit card vs a debit card which will provide added protection in case of theft. John will check with the bank. Carole reported clearing most duplicated transactions. Hopes to have records reconciled in June. Susan will purchase a used locking 4 drawer file cabinet for financial records. Motion by Dianne, 2nd Jodi to accept the report. Passed.

**Old Business**

Little Free Library – Dianne will monitor the next month, Dianne noted some maintenance needed. John will connect with Ed to see if he is interested in maintaining. Summer program sheets/calendar will be added.

Alphabetical Video List – John continuing to work on an alphabetized list.

Cafe Chairs & Tables – Tables have been cut to standard 30” height. Motion by Jodi, 2nd Dianne to donate 2 remaining café chairs to Twice Blessed. Passed. New café chairs will take 5-6 weeks for Affordable Seating to construct & deliver.

Website Review – Tabled.

Bulletin Board – Still in process regards size & where to purchase.

Desk Physical/Health Barriers – Discussion of return to pre-covid days of being more open and welcoming. When privacy is needed in the workroom, blind will be pulled down.

DVD/CDs Outside Return Box – Decided against a designated box. A new sign will state that DVD’s can be placed in the return box.

Communication & IT Support – Discussed switching ISP from First Light to Consolidated Communications effective July 1 as the State Library will be sunsetting the fiber optics program. Discussed network update and received a bid from All Service Office Machines. John & Jodi will discuss with consultants internet speeds and research the phone service option of voice over internet (VOIP). Motion by Dianne, 2nd Susan for John & Jodi to contract with Consolidated Communications and All Service Office Machines when they are ready to move forward. Passed.

Recruiting New Trustees – Will wait for a response from today attendees. If no letter of interest by Tues. May 15, John will place another ad with Deerfield Valley News.

**Director’s Report:** Summer programs are in place. John is seeking the level of interest in BINGO via the eNewletter. John will provide circulation numbers for Books, DVDs, Axis 360, Hoopla & Palace on the monthly report going forward. John will clarify the wording on the sign for magazines that can be circulated. Scott mentioned patrons may appreciate having patron comments about audio books, just as is already done for hard copy books.

**Children’s Library Report:** April was Poetry Month. Bodil presented Dover School students different styles of poetry both by reading & video. She is also preparing students for the summer reading program. A suggestion was made that children might like the idea of wrapped books similar to the adult “Date with a Book “ promotion. Maybe using the theme of a mystery unwrapping.

**New Business**

List Board Priorities – library dog follow-up, library hours, create a programming policy.

Update January 2023 Bylaws – tabled to next meeting.

Review Policy Review Calendar Template – Dianne & Jodi will work on between meeting & present at next meeting.

Library Card Policy – Revised to require VT Driver’s License or VT State ID. If not a VT resident then an Out of State License or State ID plus one of the following – Rental Agreement, Property Tax Statement, Utility Bill with name, current street & town address. POBox does not qualify.

**Schedule Next Meeting:** Tuesday, June 13, 2023, 1:00 p.m.

Respectfully Submitted,

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Jodi Keeler, 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 location:

Dover Free Library Lobby, [www.doverfreelibrary1913.org](http://www.doverfreelibrary1913.org).

Future agendas will be posted at least 48 hours prior to the next meeting or 24 hours prior to a special meeting at the Dover Town Office, Dover School, Dover Free Library and [www.doverfreelibary1913.org](http://www.doverfreelibary1913.org).