

DOVER FREE LIBRARY

November 30, 2016

BOARD OF TRUSTEES MEETING

Meeting Called to Order: 5:15 PM

Present: Hillary Twining, Gene Laycock, Jason Stayloff, Patricia LaRosa, and John Flores

Approval of Prior Minutes: Hillary moved to accept the minutes from the meeting of October 26, 2016. Jason seconded the motion. Motion passed.

Financial Report: John updated the Trustees with the status of the inconsistencies in the financial statements. The Capitol Fund now has a balance of \$23,550.09, however there seems to be a concern that the posting of expenses does not always fall within the designated accounts, therefore requiring adjustments. These adjustments have sometimes led to imbalances and therefore requiring additional adjustments. This has led to certain difficulty in understanding the financial positions within each account. John and Pat will set up a meeting with Randy Terk to review the accounts and resolve the confusion. The decision was made to postpone approval of the financial report pending reconciliation of the funds.

Director's Report: John updated the Trustees with the fact that the fire alarm was set off in the Day Care Center. He is awaiting the results from Swan Electric as to what caused the overheating and what needs to be done to resolve the situation.

Children's Report: Tamara provided a report on the Preschool Story Time which has been moved to Mondays at 2:30pm to accommodate families whose children are enrolled to the Dover Elementary School. The Dover Elementary School Program Review was also reviewed where students began monthly visits to the Library. The Children's Report was approved.

New Business: John presented the budget for the year 2017 and noted that the salaries reflect an increase of 3% which is in line with the COLA adjustments. Books and materials expenses reflect the guideline of representing 15% of the total budget. Jason motioned that the budget be approved by the board and sent to the Town. Hillary seconded the motion.

Old Business: Meredith will update the Board with her follow up on the safety issues regarding the parking lot and the status of painting lines for parking spaces.

John expressed his request that the property be reassessed if needed for insurance purposes,

Next Meeting: Wednesday, December 21st at 5:00PM.

Meeting Adjourned: 7:10PM

Respectfully Submitted,

Hillary Twining, Chairperson

Patricia LaRosa

