

DOVER FREE LIBRARY

December 28, 2016

BOARD OF TRUSTEES MEETING

Meeting Called to Order: 5:05 PM

Present: Gene Laycock, Pat LaRosa, Meredith Anton, and John Flores

Approval of Prior Minutes: Meredith moved to accept the minutes from the meeting on November 30th. Pat seconded the motion. Motion passed.

Financial Report: John said he had recently received funding from the Town, which would show up on next month's financial statement. He said the following installment after this one will be in February.

John said he and Jason met with Randy Terk on December 26th to discuss new procedures for reporting expenses from the Capital and Waugh Funds, respectively. He said Randy will be updating the balances for both funds, reflected in next month's financials. Meredith moved to accept the November Financial Report. Pat seconded the motion. Motion passed.

Director's Report: John noted that the library's circulation for walk-ins was down 200 people in November 2016 from November 2015, with a small increase in Wi-Fi use. He also noted that the "Adopt-a-Book" fundraiser had raised \$959.00.

John explained to the trustees that he had been in communication with the Town regarding the DFL's staff worker's compensation. He provided a copy of a memo sent to the Dover Town Treasurer from VLTC which stated that there was no record of coverage for the library since the 2007-2008 Fiscal Year. John said that as a result of this finding, the library employees are fully covered and that Jeanette would be sending an update of the worker's comp policy to the library.

John said the 4th Annual Santa's Visit was a tremendous success with a total attendance of 150 people, 89 of which were children. Andy Davis and the Dover Elementary School Choir provided music and songs of the season. All children in attendance received a book from the library as a gift and the event was streamed live on Facebook.

John said the library still has two damaged windows. He said he is waiting on Vermont Vinyl who says the delay lies with the manufacturer.

Meredith moved to accept the Director's Report from November 2016. Pat seconded the motion. Motion passed.

Children's Report: Tamara provided a "DFL Children's Program Review and Evaluation" for November 2016. She noted that the Preschool Story Times have moved to Mondays at 2:30 PM. November's Story Time theme was "Pumpkins and Outer Space," with an average monthly attendance of 4 children. Tamara also noted that the library hosted a "Teen Reader Rave" on November 1st, and a "Liberty Kids Veteran's Day" program on November 11th.

Meredith moved to accept the Children's Report for November 2016. Pat seconded the motion. Motion passed.

Executive Session: The trustees went into Executive Session at 6:10 PM as per John's request. The Executive Session ended at 7:00 PM.

New Business: Pat said that she and her husband had closed on a house in South Carolina and would be relocating there in March. John said he would contact Andy at the Town Offices to review the procedure for filling Pat's position on the board.

Old Business: John said the Select Board had not yet reviewed the library budget, but would be doing so in the near future. Meredith said she would follow up with Jeanette about the Town's insurance policy to find out about the building's value and the amount of coverage for the contents of the library, due to recent and projected technology improvements.

Next Meeting: Tuesday, January 31st at 5:00 PM.

Meeting Adjourned: 7:10 PM

Respectfully submitted,

Hillary Twining, Chairperson

Meredith Anton, Secretary

These minutes are unofficial. They have not been approved by the Trustees of the DFL. Corrected minutes will be available at the library after the next regularly scheduled meeting. Public notice of these minutes have been posted at the following locations: Dover Town Clerk's Bulletin Board, The Dover School, West Dover Post Office, East Dover Post Office, Dover Free Library, DFL website: doverfreelibrary1913.org.

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AGENDA

January 31, 2017

Present

Approval of Prior Meeting Minutes

Financial Report

Director's Report

Children's Report

New Business

Old Business

Next Meeting: _____