

DOVER FREE LIBRARY

February 22, 2016

BOARD OF TRUSTEES MEETING

Meeting Called to Order: 5:15 PM

Present: Hillary Twining, Gene Laycock, Charles Wheeler, Jason Staloff, Meredith Anton, John Flores and Bob Holland

Old Business: Bob Holland met with the Trustees and John at the start of the meeting to discuss items on the “Repair/Renovation” list. Bob addressed each project, indicating how and when repairs would occur. He said the main entrance stairs and the Children’s Library’s roof would require obtaining quotes/estimates, and that some of the repairs, like the siding and exterior paint, would have to be addressed after the snow melted.

Hillary asked Bob if unspent money budgeted for the Brick Building in the Capital Building Plan carries over to the next year. Bob said yes, it always does. He also pointed out that when repairs to the Brick Building are done by his internal crew, there are no additional labor costs, only charges for materials.

Hillary asked if the Brick Building money is reserved exclusively for exterior renovations or if it can be applied to interior needs as well. Bob suggested that the Trustees contact Jeanette after the major repairs to the building have been made to determine what funds are available and which interior renovations/needs might be covered with those funds.

Bob left the meeting at 5:30. The Trustees were very grateful to him for coming and for helping to move the process forward on the repairs and renovations.

Approval of Prior Minutes: Hillary moved to accept the minutes from the meeting on January 25th. Jason seconded the motion. Motion passed.

Financial Report: John said he had spoken with Randy about moving the \$2,000.00 from the Graves Fund into the Marie Waugh Fund. He said Randy suggested moving it into the General Fund instead. Charles suggested just leaving it as a separate line item. Charles also supported creating a line item for the Café, since donations are coming in and expenses are incurring. Charles asked John to talk with Randy about this.

Charles noted that the library is not spending as much as usual on Books and Materials. John said e-books and magazines are becoming more costly, but that the library is always conservative on spending on books up through this time of year/February.

Director's Report: John went over the previously submitted proposal for use of the Marie Waugh endowment fund, including replacing metal book shelves with wooden ones, replacing window quilts with energy efficient shades, replacing the old circulation desk, adding new exterior library lettering, purchasing a new art/multimedia projector and Blue Ray, and buying a changing table for the restroom.

After speaking with Bob Holland, the trustees discussed whether some of the renovations to the interior of the building might be able to be paid for through the Brick Building funds.

Hillary motioned to authorize John to purchase the projector and its related equipment, the circulation desk, and the baby changing table for now. Meredith seconded the motion. Motion passed.

John said he will pursue getting two more bids on the carpet that needs replacing as well as two more bid for the wooden bookshelves.

John said "Café Biblioteca de East Dover" has been a big success since its grand opening, so far raising \$144.77. He showed the trustees the new café t-shirts, designed by Nancie, and said he has placed another order for more shirts available for purchase. He said mugs have also been selling. Hillary asked about patrons being able to leave their mugs at the library to cut down on waste. John said he prefers them taking them in and out with them so that the library staff is not responsible for cleaning them.

John talked about the congestion and idling of cars outside the library in the parking lot and wondered how the library could voice its concerns about parking since changes are being made with respect to the Town Hall Renovation project. Hillary said she would contact Ken Black to see how the trustees and/or John could convey their thoughts about improvements to the flow of traffic outside the library and day care.

Children's Report: Tamara indicated in the Children's Report that students in Grades 1-3 from Dover Elementary School had recently visited the library and were introduced to the idea of fiction and non-fiction books. Students in Grades 4-6 had also recently visited for a program about reference materials using a game called "Slam Dunk."

Hillary moved to accept the Director's and Children's Reports for January. Meredith seconded the motion. Motion passed.

Old Business: None.

Next Meeting: Monday, March 28th at 5:00 PM

Meeting Adjourned: 6:30 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

March 28, 2016

Present

Approval of Prior Meeting Minutes

Financial Report

Director's Report

Children's Report

New Business

Old Business

Next Meeting: