

DOVER FREE LIBRARY

Minutes

Monday, November 26, 2018

Present: Kevin Stine, Ed Brookman, Cynthia Cohen, Nancie McLean, Dianne Guminack and John Flores.

The trustee meeting was called to order at 5:10 p.m.

Approval of Prior Meeting Minutes:

Kevin motioned to approve the October and amended September minutes; the motion was seconded by Ed. Motion passed.

Financial Report: The board compared the profit and loss statement to the expenses by vendor. John cleared up confusion on labeling.

Director's Report: The ukulele program continues to be a success with 10 attending this month. Also, the adopt a book program has raised \$102 in just a few days. New this month: The Great Courses series are now available on the website.

Children's Report: Tamara reported that the Dover Kindergarten is now coming coming for the monthly school visits.

Dianne will make a flier to help advertise museum passes, snowshoes and ukuleles.

New Business: A staff member came to the board with a patron issue. Safety measures have been put into place. The board has decided that if the problem continues the police department will be called.

John also brought up a pothole in the parking lot. Kevin will speak with Bobby Holland.

John proposed closing the library on 12/24/18, as the library's hours are 2-8pm. Kevin motioned to approve and Nancie seconded.

Dianne's appointment has been approved by the Selectboard.

We are sad to note Nancie's retirement from the board of trustees.

(New Business cont.)

Library budget:

Two versions of the 2019-2020 budget were proposed. There were minor differences in estimates in other line items, such as copier expenses, cataloging, and more. Kevin motioned to take the lower of estimates of the two proposals on each line item, regardless of which version was chosen. Cynthia seconded.

The significant difference between the two budgets was an addition of three extra hours a week for Bodil's position. Dianne inquired about the proposed extra hours for Bodil. John noted the extra work Bodil has been doing with adding and enhancing displays and programming. Ed motioned to approve more hours for Bodil and Nancie seconded.

Kevin asked about an increase of more than double for payroll services. Cynthia expressed concern as to if the cost is still competitive. Dianne volunteered to investigate an online program used in her business and Kevin is checking with his accountant to compare prices.

Kevin asked about the increase in book budget. John explained that the total is not just the printed books on the shelves but also eBooks, online services, DVDs, audio books and physical items. Kevin suggested going with the lower estimate of \$34,000.

John requested his current \$600 stipend for bookkeeping to be removed from the salary line and added to Honoraria. Cynthia agreed to accept, citing as it is a separate job and is not a required duty of the director having it as part of the salary would set a precedent for future directors. On a related note, John requested an additional \$600 for the bookkeeping service this year, for a total of \$1,200. Kevin proposed a compromise and suggested \$1,000. John agreed to this and Nancie seconded.

Kevin noted that a column is needed for the Vermont Community Foundation: the value of the fund and the value of the interest. Also, he reminded the board that we can take a cash distribution, if we choose. The board tabled that decision until the next meeting.

The Board is in tentative agreement to accept the budget with Bodil's increased hours plus the changes suggested this meeting. John will make the updates and have them for the next meeting.

Old Business: Cynthia spoke with the town and was told there would be no problem with assigning a second handicap parking space. Kevin will be speaking to Bobby about this as well. This is timely as John received a patron complaint since the last meeting.

Next Meeting: Tentatively set for Monday, December 17th at 1:00 PM

Meeting Adjourned: 7:00 PM

Respectfully Submitted,

Kevin Stine, Acting Chairperson

Cynthia Cohen, acting 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: doverfreelibrary1913.org.

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Agenda

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Present:

Approval of Prior Meeting Minutes:

Financial Report:

Director's Report:

Children's Report:

New Business:

Old Business:

Next Meeting: