**DOVER FREE LIBRARY TRUSTEES SPECIAL MEETING MINUTES**

**Friday, April 28, 2023, 12:00 – 1:40 p.m.**

**Present:** Dianne Guminak, Jodi Keeler, Susan Rand, John Flores, Bodil Morse

**Reorganization:** Resignations of Ed Brookman and Aurora Roberts accepted with regret. Motion by Susan, 2nd Dianneto elect Jodi as chairperson. Passed.

**Board Guiding Principle:** Is it in the best interest of 1. The Library, 2. The Patrons, 3. The Tax-payers?

**Board Staff Relations:** Offered John another performance review or follow-up in 3 months vs. 6 months. John will consider and let us know his decision. Discussed a path forward for improved cooperation between staff and board.

**Bookkeeping Matters:** Discussed the need for a printer/copier/scanner for printing checks, & general use in the back workroom and a place for Carole to work. Jodi to contact All Service Co., Charlestown, NH (current public copier lease/service provider) regarding possible small printer purchasing options. Carole will use the laptop currently used for movies and children’s programs. This laptop will be set up for secure use by individuals assigned to this laptop. Jodi and John will discuss with Carole establishing consistent hours for her work & location of worksite at the library once the initial transition is completed.

**Open Trustee Positions:** Jodi will prepare a notice for publication in the Deerfield Valley News.

**Children’s Summer Programs**: In May & June, Bodil will be at Dover School to share info on summer programs. She gave us an early preview. Bodil also shared the enthusiasm of Grade 3 & 4 students for library visits. They did not want to miss a visit due to the April school vacation. Adjustments were made so the students visited the previous Friday to vacation.

**Children’s Library**: The Board is interested in being intermittently informed on activities, concerns, etc. Bodil will attend the Sept. board meeting following the summer programs and then on a regular basis to be determined.

**New Public Use iMAC Computer:** Recently purchased with grant money. It will replace an old inoperative Apple computer.

**State Library Server:** Is the Internet Service Provider (ISP) for all Vermont libraries. The server is aging and may be discontinued. Local libraries may be required to connect with a local ISP. Jodi will contact the VT Dept. of Libraries for further info.

**IT Support:** Library does not currently have contracted IT support. Dianne will reach out to Matt Martyn for a referral. John will contact VT Geeks. Jodi will connect with All Service Co.

**Community Room Art Displays**: are scheduled for the remainder 2023 and have been well received.

**Next Meeting:** Wed. May 10, 2023, 12:00 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 Town Clerk Bulletin Board, Dover Free Library Lobby, [www.doverfreelibrary1913.org](http://www.doverfreelibrary1913.org).