**Dover Free Library Minutes**

**Tuesday, Oct. 19, 2021 1:15 p.m.**

**Present:** Ed Bookman, Aurora Roberts, Susan Rand, Bodil Morse, Dianne Guminak

Absent: Christine Kelly. John Flores could not attend due to an emergency.

**Prior Minutes Approval:** approved

**Public Comments** – none

**Financial Report** –accepted

**Old Business**

Little Free Library - now completed, may be viewed in the library café, ready for installation. Diane & Ed will meet with Betsy Reagan of Betsy’s Restaurant to create a Letter of Agreement and arrange installation meeting town set-back requirements. As requested by Tabby Freeman, Dover Zoning Administrator a LOA & a sketch will be filed with the town. Ed will make & fix a plaque “ Free Library, Take a Book, Share a Book, Sponsored by Dover Free Library” to the box. Discussed plan to maintain structure and keep books stocked.

Electric GFCI outlets - tabled.

Library Sign – per a conversation with John, Dianne reported the town will raise the existing sign to add another sign below for Kids in Country. The board requests John place the library open hours to the current sign.

**Director’s Report** – reviewed John’s written report.

Health Insurance for Bodil – tabled until it is determined what hours constitute full time. Previous employee with similar 33 hrs./week was considered full-time for health insurance benefits. Why not current employee? Part-time designation will increase cost to Bodil.

Assistant Libarian - Karen Cawrse will be leaving in Nov. to enjoy retirement. John will speak with Aashna to ascertain her interest in the position until Aashna obtains work in her field.

Covid Stomp Concert – masking is required for Covid protection. Scheduled Fri. Oct. 22., Dover Town Hall, 7:00 p.m. Trustees encouraged to attend.

Holidays – Approved closing Friday, Nov. 26 & Friday, Dec.24.

**Children’s Library Report** – Bodil Morse

Storytime – Open to all children ages 3-5 yrs. every Friday. Kids in the Country children, ages 3-5, are now attending. Bodil has offered KITC offering an additional story-time for toddlers to take place in their classroom, perhaps beginning in 2022. Take home craft projects are provided for children 3-5 yrs. Kudos to Bodil for re-establishing this connection!

Dover School – Connection interrupted by the Covid pandemic. Bodil will be meeting Oct 27 with Dover School Teachers & Librarian, Fiona, to discuss their needs & how DFL can support the school. Fiona expressed interest in a summer reading program.

Holiday Party - Santa & a musician (Andy Davis) have been booked for a Dec. date. Face masks will be required. Bodil has creative ideas for crafts bags & treats to take home, on-site raffle for prizes,a few craft bags with special tickets that will entitle the holder to an extra special prize on bringing in the ticket from home, etc.

Decorating Blank Community Room Wall - Diane will approach Dover School about obtaining children’s artwork for community room.

**Next Meeting – Tues. Nov. 9, 2021, 1:00 p.m. in the Community Room, DFL**

**Next Meeting Agenda topics** – resolve 33 hrs./wk. classification as full time or part-time as relates to health insurance eligibility, email patrons’ activity reminders, strategic plan update, vacuum purchase, new open flag

**Meeting Adjourned** – 2:30 p.m.

Respectfully Submitted,

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Ed Brookman, Chairperson Susan Rand, Minute Taker

These minutes are unofficial and not yet approved by the Trustees of the 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 locations:

Dover Town Clerk bulletin board, Dover School, East and West Dover Post Offices, Dover Free Library, [www.doverfreelibrary1913.org](http://www.doverfreelibrary1913.org)