**Dover Free Library Minutes**

**Tuesday, December 15th, 2020**

**Present**: Kevin Stine, Ed Brookman, John Flores, Aurora Roberts and Dianne Guminak

The trustee meeting was called to order at 1:00 p.m.

**Approval of Prior Minutes:**

-Kevin moved to approve the November minutes. The motion was seconded by Aurora.

**Financial Report:**

-The financial report was motioned to be approved by Dianne and seconded by Aurora.

**Old Business:**

-Signage-John got 2 quotes for a new sign for the library-one from a sign-making business in Manchester and one from a business in Dummerston . The last sign purchased was in 2003. The board voted to go with the quote from the local Dummerston sign maker.

-Parking lot lighting-We are still waiting to hear back about this from the town. The idea of having a motion sensor light on the Town Hall was brought up as a possible option. John will follow up on this idea with Scott and Dave.

-Dover Trails Committee-John will speak with them about getting a display and map for the library.

-Website update-It was discussed that we might need a new webmaster. We might be able to use grant money for this? Could we approach Jason Staloff about this for guidance?

-Library regional WIFI internet hotspot is working and available to the public. It comes up as "discoverDOVERVT".

**Director's Report**:

-The library was busy in November with an increase in walk-ins, internet use, Wi-Fi, ebooks, magazines and Acorn tv from last year.

-Overdrive-as of December 16, 2020 Overdrive will be our new ebook and audiobook distributor.

-Vermont Community Foundation-The Dover Free Library received an anonymous check for $500.

-Covid 19-The Dover Free library is requiring all patrons and visitors to sign the Contact Tracing log before entering the library. Masks are required still.

-The annual Adopt-a-Book fundraiser is going well. Funds raised to date is $675.

-Furnace- The furnace was cleaned on December 8th and a new filter was installed. Thank you David Smith.

-Public library annual report- this has been pushed back to January 14th 2021.

-Fiber Optics-The Vermont Department of Libraries will be once again applying for the E-rate discounts for libraries that signed to participate in the program.

-Signage-John provided the board with 2 quotes.

-Employees- Cynthia and Karen celebrated their one-year anniversary with the library. We are fortunate to have them as employees!

-The board voted to have the library be closed the day after Christmas.

-John drafted the budget for 2021-2022. Ed made a motion to approve the budget, Kevin seconded it. The board voted on it and passed the budget. John will get this to the town.

**Children's Report**:

-A total of 9 programs were held in the beginning of the month of November.

-Individual Family Story time was created in late October and will continue. Families sign up for a private time slot with the library.

-Santa was cancelled for this year...but Cynthia has craft bags and books available for the children to stop by and pick up. She also has a mailbox for children to send letters to Santa. A sample letter for Santa was placed in the Deerfield Valley News with an ad and Cynthia also sent information home to the Dover school students.

**New Business:**

**Next Meeting/ agenda topics for next month:**

-The next meeting will be Tuesday, January 19th at 1:00.

**Meeting Adjourned**: 2:30 p.m.

Respectfully Submitted,

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Ed Bookman, Chairperson Dianne Guminak, 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.