**Dover Free Library Minutes**

**Tuesday, June 15th 2021**

**Present**: Ed Brookman, John Flores, Aurora Roberts, Sue Rand, and Dianne Guminak.

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

**Approval of Prior Minutes:**

-Sue motioned to approve the May minutes and the motion was seconded by Aurora.

**Public Comments**:

**Financial Report:**

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

**Old Business:**

**-Little library-**We are still researching the details necessary to install the Little Library in town and where to locate it. Dianne will contact Shannon Wheeler about seeing if the Girl Scouts would like to be involved with this project. .

-**Electric GFCI outlets**-John is going to send Ed's letter requesting permission to install the 2 new GFCI outlets to Travis. It is a simple installation that we have the funding for.

-**Library sign**-The trustees decided that the new library sign should stay as it is. We think that if the town is interested in a sign for the Town Common that it would be more appropriate for that sign to be on the actual Dover Town Common. The Dover Free Library sign is currently on the old school building property.

**Director's Report**

-**Statistics**

-overall statistics are down for the month but are starting to rise again.

-**Children's librarian**

-We are looking for a new children's librarian. Aashna Kinkhabwala, our summer aide, will be our temporary children's librarian until we find a replacement. She has worked for us for the past 2 summers, just graduated from Boston College and is familiar with our summer programs and technology. We appreciate her stepping into this position until the replacement is found.

-The trustees went into an executive session regarding the children's librarian assistant role and salary.

-John has recently placed new ads for the position.

-**Covid-19 restrictions lifted**

-The board decided that we would tell patrons of the library that masks are optional and if they are under 12 years old we recommend masks. We will be opening up the cafe and computers for public use again. John will be purchasing air filters to have in the library.

-**ARPA**

-John will be applying for a $2,000.00 grant from the American Rescue Plan Act of 2021.

*-***Summer Events- 2021**

-We are going forward with all scheduled summer events.

**-July 4th holiday**

-the trustees approved closing the library ion Monday, July 5th in observance of the 4th of July holiday.

**Children's Report**:

-no report for this month.

**New Business:**

**-Trustee board positions**

 .the board voted that Ed would remain as chair of the trustees and Dianne would continue as secretary.

-**Budget surplus**

**-**The board voted and approved for John to move the balance of the fiscal year of 2021 into the budget surplus of 2021/2022.

-**Trustees time off-**

**-**The trustees will not be meeting during the months of August and September.

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

-The next meeting will be Tuesday, July 20th at 1:00.

-The agenda for next month's meeting will include how the search is going for a new children's librarian, discussion of the summer programs and update on COVID-19 protocols.

-Strategic plan**-**we would like to revisit the strategic plan. Ed will send this out to the trustees to review.

**Meeting Adjourned**: 2:15 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.