

**DOVER FREE LIBRARY**

**September 21, 2015**

**BOARD OF TRUSTEES MEETING**

**Meeting Called to Order: 5:00 PM**

**Present: Hillary Twining, Charles Wheeler, Gene Laycock, Meredith Anton and John Flores**

**Approval of Prior Minutes: Hillary moved to accept the minutes from the meeting on June 15, 2015. Meredith seconded the motion. Motion passed.**

**Financial Report: John reported that the library has received two funding installments from the Town in a timely manner. Charles noted that August's expenditure was 20% over. John said this was due to a \$3,250.00 deposit toward the future café renovation. He said that there was also an increase from the pre-purchase of books for Jon Katz's talk at the Dessert Social. The trustees discussed having Randy Terk move the costs for the café from "Equipment, Furnishings, Service & Maintenance" to "Renovation Funds Costs."**

**Director's Report: John reported that the library has received a very generous donation in the amount of \$58,321.22 from the late Marie Waugh, a longtime resident of Dover and a library patron. Charles asked how the library could best honor the bequest and suggested that the first step would be for the trustees to ask Randy Terk to attend the next meeting to specifically discuss responsible investment options for this gift. Hillary said she would contact Randy.**

**John summarized the Dessert Social as "an enormous success!" He said 113 people attended and the library received \$1,125.00. He also reported on the status of the café renovation project, stating that the floor tiles, CD Display rack, and cabinets had all been ordered, and that the coffee tables and chairs would be ordered this week. He said Ben Carr will be starting on the renovation after the cabinets arrived in approximately 8 weeks.**

**Hillary recapped her attendance at the July Selectboard meeting in which she asked if the town would be willing to help pay for necessary library renovations. She said the Town has generously agreed to pay \$3,901.00 out of the "Brick Building Fund" toward electrical work and soundproofing for the bathroom. John said that after the electrical and soundproofing work is completed, he will forward the invoices to the Town.**

Hillary asked John to indicate any other areas of the library in need of fixing. John spoke briefly about several existing areas in need of repair. Charles suggested that John detail everything in need and bring it to the next meeting.

**Children's Report:** Tamara provided a detailed report of the programs that took place over the summer for children. She noted that the program, "Every Hero Has A Story," was a big success, offering a wide variety of events for kids, such as "Super Storytimes" (attracting 51 children), the "Superhero Meet & Greet"(43 children), and the "Program Finale" (26 children). She also noted that this year's expenditures decreased slightly by approximately \$100.00. She thanked the director and board of trustees for hiring a part-time temporary assistant for the program, expressing her gratitude to Caitlin Hamm for the great job she did in this role.

Hillary moved to accept the Director's and Children's Reports. Meredith seconded the motion. Motion passed.

**New Business:** Charles noted the decrease in walk-ins from Summer 2014 to Summer 2015. He suggested that the question "What can be done to draw more people in?" be addressed at the October DFL Board of Trustees meeting. Charles noted that a particular facet of the library to publicize to second homeowners and full time residents alike should be the excellent wi-fi and the soon-to-be café. John said one idea would be to have a Grand Opening for the café with a musician. Meredith noted that several programs could be built around the café. Charles suggested getting an expert in coffee to speak around the completion of the café.

**Old Business:** Meredith noted that at the June 15, 2015 meeting, the trustees decided to increase Tamara's hours from 28 per week to 33 hours per week. John said that Tamara has taken on new responsibilities that are very beneficial to the library. He said that in addition to being the Program Director, she is also handling the library's publicity and is the official technical support person for patrons.

**Next Meeting:** Monday, October 26<sup>th</sup> at 5:00 PM

**Meeting Adjourned:** 6:10 PM

**Respectfully submitted,**

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**Hillary Twining, Chairperson**

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**Meredith Anton, 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 Trustees Meeting. Public notices 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 website: [doverfreelibrary1913.org](http://doverfreelibrary1913.org)*

**DOVER FREE LIBRARY**

**AGENDA**

**October 26, 2015**

**Present**

**Approval of Prior Meeting Minutes**

**Financial Report**

**Director's Report**

**Children's Report**

**New Business**

**Old Business**

**Next Meeting: \_\_\_\_\_**

