

**Dover Free Library**  
**Board of Trustees Meeting**  
**April 16, 2013**

Meeting Called to Order: 4:35 PM

Present: Marshall Brooks, Carol Lucas, Louise Severance, John Flores, Hillary Twining

Minutes: Louise moved to accept the March minutes and Carol seconded the motion. Motion passed.

Financial Report: John noted that program expenses are somewhat over budget, probably due to the Library's centennial celebration in March. Marshall moved to accept the February financial report and Hillary seconded the motion. Motion passed.

Director's Report: Hillary moved to accept the Director's Report and Carol seconded the motion. Motion passed.

- Overall circulation numbers for March 2013 are up from a year ago (1,459 vs. 1,314), although walk-ins and Internet and Wi-Fi use are down.
- The Library's annual fundraising letter, which was sent to local businesses, has raised \$480 so far with \$400 coming from Mount Snow.
- The Library's centennial celebration raised \$200 from two donations of \$100 each given by patrons.
- The Poetry & Pie Eating event will be held on Saturday, April 20<sup>th</sup> starting at noon.
- John Guminak, a local draftsman, has agreed to help redesign an underutilized space at the back of the Library next to the staff room. There have been tentative discussions about turning this space into an Internet café with a sitting area where the audiobooks are currently displayed.
- According to the town maintenance person who services the Library, the Brick Building has one electrical meter for both the Library and Kids in the Country. Getting an electrician to make a site visit and submit an estimate will probably cost money. Hillary and Carol spoke in favor of letting the matter drop, especially in light of other more pressing capital improvements.

Children's Report: Marshall moved to accept the Children's Report and Louise seconded the motion. Motion passed.

- Tamara has come up with the idea to host a Tough Mudder for kids as a tie-in to the summer reading program's theme of digging deep and digging in the earth. The event will be held on July 13<sup>th</sup> at the playground behind the Library.

### Old Business:

- *Wiring quotes:* John has received four estimates for the rewiring that will need to be done prior to the FiberConnect installation.
  - Carol noted that the estimates feature different amounts of detail and that it wasn't clear if we were comparing apples to apples. For example, the estimates varied on the number of data ports being installed, and only one estimate included the addition of electrical outlets. There's also the question of Cat 5 vs. Cat 6 cable and how they are different.
  - John will follow up with Kevin Nadzam (VT Dept. of Libraries fiber optics consultant) and the contractors to obtain additional information.
  - The trustees expressed a tentative preference for using one of the Vermont companies because of its competitive pricing, warranty, previous experience with libraries, and Kevin's assessment.
  - John will solicit additional quotes for the electrical outlet work.
- *Proposal for website redesign:* John received a proposal from OraWeb, a local husband-wife web design team that has created sites for a number of Deerfield Valley businesses. The estimate is much lower than the first proposal and presents more of an a la carte approach.
  - Several trustees noted that the two proposals are very different in their approaches and their scope. In order to better compare them, additional information is needed from both web design companies. Hillary will put together a list of questions and gather input from John and the rest of the trustees before she and John contact the web designers.
- *John's performance evaluation:* In wrapping up John's annual performance evaluation, Marshall provided a summary of the Library's 2013-2014 goals and John submitted a list of his accomplishments. The Library's goals are as follows:
  - Redesigning the website
  - Making the Library an engaging technological center entailing a site survey, renovations as necessary to the building, and re-allocation of Library space.
  - Prioritizing technical training for staff and determining what additional funding will be required.
  - Further developing programs for all ages, including a Wednesday program.
- *iPad lending:* Hillary requested that the trustees receive a copy of the iPad lending agreement. Carol suggested charging a \$20 deposit when an iPad is checked out (this is similar to the Library's system for museum passes) and charging a \$50 penalty for leaving an iPad in the

outside drop box. She also suggested posting key rules and fees on the device and making sure the iPads are prominently identified as property of the Dover Free Library.

New Business:

- *Wi-Fi access:* Marshall has concerns about losing the Library's outside Wi-Fi and the Wi-Fi available at the Town Hall. (According to Sovernet, this will happen when the Library upgrades to its fiber optic network.) This is an important public service that people have come to rely on. John will get clarification from Kevin Nadzam.
  
- *Election of officers:* Carol made a motion to re-elect the current slate of officers and Hillary seconded the motion. Motion passed.
  - President: Marshall Brooks
  
  - Vice President: Charles Wheeler
  
  - Treasurer: Charles Wheeler
  
  - Secretary: Hillary Twining

Meeting Adjourned: 6:00 PM

Next Trustees Meeting: Monday, May 20<sup>th</sup> at 4:30 PM

---

Marshall Brooks, Chairman

---

Hillary Twining, 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.***