

DOVER FREE LIBRARY

December 15, 2014

BOARD OF TRUSTEES MEETING

Meeting Called to Order: 5:00 PM

Present: Hillary Twining, Charles Wheeler, Louise Severance, Meredith Anton and John Flores

Approval of Prior Minutes: Hillary moved to accept the minutes from the meeting on November 17, 2014. Charles seconded the motion. Motion passed.

Financial Report: Hillary stressed the need to add a footnote to the DFL's Proposed Budget for the Town Report stating that the General Fund's net assets reflect two months of operating expenses to cover contingencies should for any reason funding of the Library be delayed. Charles said that the "Capital Fund" line item should be removed on the DFL's Statement of Financial Position and its assets should go into the "General Fund." He said a footnote should also be included on the Statement of Financial Position indicating the proposed purposes of all funds falling under the "General Fund" line item.

Hillary said she would contact Randy Terk before the DFL's budget is due for the Town Report and indicate to him the aforementioned changes to both the budget and the Statement of Financial Position. Charles asked Hillary to also ask Randy to add a new line item to the Library's budget called "Capital Expenditures/Improvements" and a footnote indicating the cost of the proposed library café. He also asked Hillary to ask Randy to make sure that the "Capital Expenditures" are reflected not only under "Expenses" but also on the "Income" side.

John requested that Hillary ask Randy to use parentheses to indicate amounts on the Statement of Financial Position that are "under budget." Right now, both parentheses and minus signs (-) are being used. John said that all documents for the Town Report need to be submitted by December 30th.

Hillary moved to accept the Financial Report. Louise seconded the motion. Motion passed.

Director's Report: John said 154 people attended Santa's Visit this year, that it was a great success, and that all expenses were paid by the (former) Friends of the Library. He also said that John Thurber had given an estimate for the refurbishing of the new magazine rack, which will also include a place for newspapers. The board approved going forward with the magazine rack.

John said the library will be hosting a “Teen Workshop” on February 23 sponsored by the Vermont Department of Libraries, designed to develop meaningful volunteer opportunities for teens at libraries. Charles suggested inviting area teens to the workshop and asked John to find out if that was possible or if it was just for librarians. Meredith asked if the library should be actively trying to encourage teens’ attendance. John mentioned the success of the XBOX tournament. Hillary asked John to talk with other librarians at the workshop to see if any of them had hosted successful special events designed for teens.

John discussed the results of “The Edge” assessment. Hillary shared three benchmarks suggested by the assessment for the DFL. She proposed that the Board set aside time at the January Trustees’ meeting to decide how the library should approach these benchmarks.

Hillary moved to accept the Director’s and Children’s Reports. Louise seconded the motion. Motion passed.

New Business: None.

Old Business: John said he is still waiting on two of the three estimates for the café.

Next Meeting: Monday, January 26th at 5:00 PM

Meeting Adjourned: 6:20 PM

Respectfully submitted,

Hillary Twining, Chairman

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, West Dover Post Office, East Dover Post Office, Dover Free Library, DFL website: doverfreelibrary1913.org.

DOVER FREE LIBRARY

AGENDA

January 26, 2015

Present

Approval of Prior Meeting Minutes

Financial Report

Director's Report

Children's Report

New Business

Old Business

Next Meeting: _____