

DOVER FREE LIBRARY

March 29, 2017

BOARD OF TRUSTEES MEETING

Meeting Called to Order: 5:10 PM

Present: Hillary Twining, Kevin Stine, Darcy Canu, Jason Staloff, Meredith Anton, and John Flores

Approval of Prior Meeting Minutes: Hillary moved to accept the minutes from the meeting on February 22, 2017. Meredith seconded the motion. Motion passed.

Financial Report: Hillary went over the library's finances for our new member, Darcy. The trustees discussed the library's various funds and sources of revenue, as well as line item expenses. John confirmed that the questions the trustees had from the January Financial Report had all been resolved.

Hillary moved to accept the February Financial Statements. Kevin seconded the motion. Motion passed.

Director's Report: John said that the library had received \$635.00 so far from its annual fundraiser. He also requested that the board consider changing the library's "Library Card Policy" so that new patrons would have to present a photo ID in order to apply for a card. John said that a number of patrons never return library materials, that the overall financial loss of unreturned items is increasing, and that often the library staff cannot locate the person responsible. Jason commented that by not having a photo ID, the library is unable to pursue legal means. As per John's request, Hillary motioned to update the "Library Card Policy" to require a photo ID in order to apply for a DFL library card. Meredith seconded the motion. Motion passed.

John said the "13th Annual Poetry & Pie Eating Event is scheduled for April 15th at noon.

John also reported that the newly installed window in the Young Adult area has cracked, and that the window with the broken seal has not been replaced yet, despite the fact that it was first reported to Vermont Vinyl last summer. He said that Jeanette and David have both spoken to Vermont Vinyl, to no avail.

Hillary asked John to check with Jeanette to see if the library should/could pursue this matter directly, possibly by contacting the State's Attorney's Office.

New Business: Meredith reported on her communication with Jeanette regarding the library's desire to have the library parking lot repaved, and also to have designated parking spaces (with painted lines) created in order to provide library patrons with an appropriate number of available parking spaces. Jeanette had emailed that Bob Holland could come out and measure to determine a cost for paving, but that there were no funds in the Capital Fund for the Library this year, so it would have to wait until next fiscal year if the Town was going to pay for it.

The trustees concluded that the first step would be to contact Wayne Estey, the Town's Zoning Administrator, to discuss the possibility of reconfiguring/determining a better parking system for the shared space between the Day Care staff and patrons and the Library staff and patrons. Darcy said she would contact Wayne. The trustees agreed to discuss how to move forward with the paving issue once they had heard from Wayne on the parking issue.

Old Business: Hillary presented everyone with a "Self-Assessment for the Position of Library Director" for John. John said he would complete it and email it to all trustees before the next meeting. Hillary said at the next meeting, the trustees would discuss the assessment both as a board and with John.

Next Meeting: Wednesday, April 26th at 5:00 PM

Meeting Adjourned: 6:50 PM

Respectfully Submitted,

Hillary Twining, Chairperson

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 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: dovertfreelibrary1913.org.

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AGENDA

April 26, 2017

Present

Approval of Prior Meeting Minutes

Financial Report

Director's Report

Children's Report

New Business

Old Business

Next Meeting: _____