

DOVER FREE LIBRARY

May 24, 2017

BOARD OF TRUSTEES MEETING

Meeting Called to Order: 5:15 PM

Present: Hillary Twining, Kevin Stine, Darcy Canu, John Flores, Randy Terk (guest)

New Business: Randy will be moving to California in the fall and is helping clients transition to other bookkeeping/accounting services. He provides the library with two types of services: payroll (including payment of associated taxes) and accounting (cutting checks to library vendors, balancing the books, etc). Randy said that he spends about three hours per month on library-related work. He provided four different options for the board to consider:

- 1. Marco Tallini, the treasurer for the Town of Dover, could process the library's payroll. This would mean moving from a bi-monthly schedule (24 pay periods per year) to a bi-weekly schedule (26 pay periods per year). Marco currently handles the payroll for town employees and the Dover School. Randy said that if we go with this option, the town would withhold the fee that we budget for his services, which is approximately \$1,200 per year.**
- 2. The library could move its account to Paychex, a national company that is buying Randy's accounting business. Randy expects that Paychex would honor his pricing for the first year and would probably increase the fees in the second year. He will ask Paychex how much their services would cost.**
- 3. The library could hire a local bookkeeper. Randy knows bookkeeper in Wilmington and will inquire with her.**
- 4. The library could purchase QuickBooks and move its bookkeeping in-house. Randy said that QuickBooks is not very hard to learn, and he would be happy to share the reporting templates that he uses for the library.**

****Options 1 and 2 would only take care of payroll, not accounting.***

Approval of Prior Meeting Minutes: John said that the \$25 credit for bottled water noted in the April minutes under the Financial Report should actually be a \$102 credit. Hillary moved to accept the April minutes with the correction, and Darcy seconded the motion. Motion passed.

Financial Report: According to John, the amounts for business and personal under “Gifts” in the budget were reversed by accident. Hillary moved to accept the minutes as corrected and Kevin seconded the motion. Motion passed.

Director’s Report:

- John reminded the trustees that Corine Smith will be speaking at the Dessert Social this summer and the theme will be the life of Henry David Thoreau.
- The cracked window in the Children’s Room, which supposedly has a lifetime warranty, is still not fixed. Vermont Vinyl has not been responsive. The windows were originally ordered by the town, and the board needs to go back to the town to get this maintenance issue resolved.
- Wi-Fi in the library has been fixed; the problem was an expired security certificate.
- The DFL will host a community get-together sometime during the summer for the Selectboard and members of the public.

Children’s Report: The library is looking for a summer aide to assist Tamara. Candidates must be 14 or older.

Old Business: Hillary contacted Regina Werner and Chum Sumner, board members for Kids in the Country, about the library’s concerns regarding parking, traffic flow, and safety for the brick building parking lot. Neither of them was able to attend this meeting but invited Hillary to attend their July board meeting (the KITC board meets every other month). Hillary is waiting to find out the date and time.

Next Meeting: Wednesday, June 14th 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, and www.doverfreelibrary1913.org.