

Present: Holiday Collins, Kate Haviland, Alison Piper, Diane Sampson-Zenger, Cathy Mitchell, Acting Library Manager Tanya Newburg and Guests Bonnie Peirce, Christine DiMartino, and Joan Howland

Absent: Karen McKoy

The meeting was convened at 9:00 AM

### *Announcements*

Ms Haviland welcomed incoming library director Charlotte Canelli and reminded Board members of the Warrant Committee meeting 23 January @ 7.30 p.m. and the Open Warrant meeting on March 31, 2008. Ms Haviland reported that the Annual Appeal amount is now \$22,565 and that Spelling Bee date is 3 April (Thursday) @ 7 p.m. in the Chickering Gym

*Approval of December minutes* Ms Piper moved and Ms Mitchell seconded that minutes of the December meeting be approved as corrected. Motion passed without dissent.

### *Director's Report*

-Circ Stats- Ms Newburg reported that December circulation was down slightly.

-Grants Update – Ms. Newburg reported that the Cultural Council had awarded the library \$600 for teen music presentations and the Friends of the Library a \$500 grant for science program.

-Newsletter – Mrs. Canelli will publish the Friend's Newsletter when she has copy, probably by March.

-Appropriations Update – Ms Newburg reported that the town is still unable to provide appropriations statements in a timely manner, but our internal accounting system indicates that we are on track with our spending.

- Technical Support – Ms. Newburg reported excellent co-operation from town hall in the matter of technical support for our computers. The newly hired technical support person from town hall is assisting in "tuning up" our computers. There was general discussion as to how this assistance would be achieved in the future.

-Furniture Update – Ms Newburg has been assured that the replacement furniture for the Children's Room will ship no later than January 29, 2008.

-Other – The board agreed to allow a bi-lingual language program for young children to be held in the library. Dana White suggested that a book drop for donated books be placed in the library. There was general agreement that while an excellent idea, there would be much confusion between returned and donated books. Ms. Newburg was asked to convey the Board's decision to Ms White.

### *Budget Update*

--Operating FY 09-There was discussion re: level service versus level funding aspects of the operating budget. Ms Collins and Ms Newburg were asked to investigate the possibility of submitting an amended budget for supplies if it could be documented that the FY 08 spending on Supplies was greater than what was budgeted.

--Capital Budget for FY 09--Ms Newburg received an informal request to further investigate alternative telephone systems for the library. She has contacted the suggested source for information about the alternative system and will verify that the request comes from the Capital Budget Committee and not just one member.

--Revolving Fund – Ms Sampson moved and Ms Piper seconded a motion directing Ms Haviland to continue to pursue the creation of a revolving fund for the library in the amount of \$5,000 to be used to receive monies from lost and damaged materials and fines (generated by other libraries and collected by Dover. The motion passed without dissent.

*Recent large gift received* – Ms Haviland reported that the library received a very generous gift from a Dover family. She will endeavor to identify any preferences of the donors as to the way the gift is used.

*Art:* Ms. Piper reported that she has been unable to get much information about the Albert Alcalay picture hanging in the library. She is also concerned about the insurance and conservation conditions for the painting. She will continue to work on the inventory and provenances of the art in the library.

*Director Entry Plan review:* Ms Haviland moved and Ms Mitchell seconded a motion to accept the Director's Entry Plan as presented. The motion passed unanimously.

*Paula Young/Director's Tea Concert?* Ms Piper moved and Ms Haviland seconded a motion to allocate \$300 from the Lydia Higgins, and supplemented as needed from the Gift Fund to be used for live music at a tea welcoming Ms Canelli. If there are funds remaining, they will be used to buy music related materials.

*Bee Update:* Ms. Mitchell reported Bee plans moving along well. She outlined plans for a cafe selling refreshments and a word tree. Buying a word would give the purchaser a prize. Teams are urged to be self funded.

*Town Report:* Ms. Newburg presented the draft of the article for the town report. It was enthusiastically received by board members and Ms. Newburg was commended for the excellent report.

*Meeting Dates for '08*—It was decided to hold the April 9 meeting at 7 p.m. Other meetings are February 13, March 12 and May 14.

*February Agenda Item:* Self-Evaluations – Board members were asked to review the Iowa Library Service Areas document with an eye identifying areas where the board could be more efficient and effective.

Meeting adjourned at 11:45am.

Submitted by Holiday Collins