

Minutes

**Dover Town Library Board of Trustees
Tuesday, October 7, 2008, 9:30 a.m.
Community Room, Dover Town Library**

Present: Alison Piper, Diane Sampson-Zenger, Cathy Mitchell, Beth Paisner, Holly Collins, Acting Library Director Joan Stapleton, and, briefly, Assistant Director Sara Hannegan

Absent: Karen McKoy

Co-chair Cathy Mitchell called the meeting to order at 9:34am

Announcements:

**Sara Hannegan* started on 10/6. The board welcomed Ms Hannegan. Townspeople will be invited to meet her Friday, October 24, 2pm-4pm in the library. A press release concerning Ms Hannegan's arrival will be posted on the library web site and in local papers.

**Status of State Aid & Public Libraries Fund Applications.* Ms Stapleton should have the final numbers needed to complete the State Aid application this week, and she and will gather the needed information for the Public Libraries Fund application.

**FY 10 Action Plan-* Due 12/1 at MBLC – Ms Piper will prepare a draft plan for the November meeting.

**Annual Report-* Due 1/09 to Town – Ms Stapleton and Ms Hannegan will prepare the annual report.

**Author Night Review* – Conflict with a Red Sox game contributed to a small audience on October 6. Other programs are scheduled for October 15, October 27 and November 12.

Review of Reports:

1. Director's Report: Ms. Stapleton – Ms Stapleton will post a job for a Saturday reference librarian. The board declined a request from Parent Talk in Needham to use the community room for monthly board meetings.
2. Trustee Reports-
Holly (AED), Mr. Sheridan, the outreach worker for the COA is interested in the project. No reply as yet to inquiries as to AED's in town. Ms Collins will continue gathering information.
Beth – Ms Paisner attended the Friends meeting. Quarterly, the Friends of the Dover Library will provide lunch for the library staff. The tentative date for the Spelling Bee is March 26, 2009. Other activities going well.
3. Chair Report- Cathy and Diane
**Review of Sunny's meeting* – the meeting with Ms Vandermark from Metrowest was helpful. Work was done to craft the job posting to reflect the board's preferences for applicant's skills and interests. Ms Vandermark also provided suggestions as to how to ask interview questions that prompt insightful answers.
**Tanya's departure-* Ms Newburg will be leaving the library staff sometime before the end of the year.

Requiring Motions/Consent Agenda

1. *Approval of Minutes:* September, 2008 – Ms Sampson moved and Ms Paisner seconded a motion to approve the minutes as written. The motion passed without dissent.

Open items:

**Schedule for Bill Signing* – Trustees signed up for weeks when they will sign the warrants.

**Appeal Letter*- Ms Sampson & Ms Collins will work on the Annual Appeal letter. The letter will ask for donations which will be used to fund the materials budget. The goal is to send the letter out in November.

**Directors Search Committee* – the search committee will consist of Ms Stapleton, Ms Piper, Ms Mitchell, and Ms Paisner. Ms Linnell, president of the Friends of the Dover Library will be asked to serve as a member from the Friends.

**Plate for Children's Cart*- Ms Stapleton will order a commemorative plaque for the cart provided by the Girl Scouts.

* *Future Meeting Dates* - November 4, December 9, January 13, February 10, March 17, April 14, and May 12

**Capital Budget* – Ms Mitchell and Ms Piper will work with Ms Stapleton and Ms Hannegan to prepare the Capital Budget request. We will ask for funds for computers and associated equipment for use with the Teens and Tweens grant starting in October 2010.

**Operating Budget* – Ms Sampson, Ms Collins and Ms Paisner will work with Ms Stapleton on the FY 10 budget.

**One Book, Two Towns, Three Cups of Tea* – Ms Hannegan will co-ordinate with the schools and Sherborn library for our participation.

**Dover Cultural Council Application* – Friends have several ideas for grant applications.

Adjournment– the meeting was adjourned at 12:35pm.

Respectfully submitted

Holiday Collins for Secretary, Karen McKoy