Minutes
Dover Town Library Board of Trustees
Thursday, September 4, 2008, 9:00 a.m.
Community Room, Dover Town Library

Co-chair Diane Sampson called the meeting to order at 9:15am.

Present: Alison Piper, Diane Sampson-Zenger, Cathy Mitchell, Beth Paisner, Holly Collins, Library Director, Charlotte Canelli, and Guest, Warrant Committee Liaison, Nancy Weinstein

Absent: Karen McKoy

Announcements:
- Status of Ass’t Director search - Ms Mitchell, Ms Sampson & Ms Piper will meet with a candidate Friday morning.
- Status of ARIS Report – Filed in August as required by state law
- Status of State Aid Application and Public Libraries Fund – These are due 10/7. Cannot be filed until fiscal year end figures are available from town hall.
- New hours – the library will open at 9am on Thursday and Friday mornings and close at 8pm on Monday and Wednesday evenings
- Ms. Canelli’s resignation – Ms Canelli’s last day is Friday, September 12.

Reports added to minutes and available on the Google Sites Website:
- Director’s Report: Ms. Canelli
- Trustee Reports: Landscaping
- Chair Report: Ms Mitchell and Ms Sampson -- fall appeal letter focus – given the demands for spending on materials and the lack of funds available from the Hovey Fund it was decided to focus the letter on contributions to the materials budget.

Consent Agenda
- June Minutes – Ms Mitchell moved and Ms Paisner seconded a motion to approve the June Minutes as corrected. The motion passed without dissent.
- Materials expenditure percentage set at 16-18%

Requiring Motions
- Acting Director decision – Ms Collins moved and Ms Paisner seconded a motion authorizing the co-chairs to take necessary steps to engage the services of an Acting Director. The motion passed without dissent.
- Teens and tweens grant postponement letter – Ms Paisner moved and Ms Collins seconded a motion requesting the postponement of the start of the Teens and Tweens grant for one year, until October 2009. The motion passed without dissent.
• Release of Hovey Spending funds – Ms Paisner moved and Ms Piper seconded a motion to spend nothing from the Hovey Fund. The motion passed without dissent.

• Capital budget – Ms Paisner moved and Ms Mitchell seconded a motion for a Capital Budget Request for “hardscape” items needed to create a Teens and Tweens space in the library. The motion passed without dissent.

• Selectmen’s Request to serve alcohol in the Community Room Tuesday, October 7. Ms Piper moved and Ms Mitchell seconded a motion to grant the request. The motion passed without dissent.

Open items:

• Upcoming author nights and activities – Trustees will help Friends and staff as needed.
• Plate for Children’s cart – a plate will be ordered and installed on the new display card purchased with funds given by the Girl Scouts.
• Fall meeting dates – Tuesday, October 7, 9:30 am, Thursday, November 6 9:30am
• Trustee Committees:
  o Capital Budget – Ms Mitchell
  o Operating Budget – Ms Collins, Ms Paisner, Ms Sampson
  o Landscaping – Ms Collins
  o Personnel – Dr McKoy
  o Secretary – Dr McKoy
  o Friends Liaison – Ms Paisner

Other business

• Set up committee to review investments/decisions regarding investments – action delayed until January 2009
• Set up Director Search Committee – Ms Sampson, Ms Paisner & Ms Collins agreed to serve as trustee members of the Director Search Committee. More discussion is needed to form a full committee.
• Iron Mill display – Ms Canelli was asked to convey to the Historical Society the Board decision that due to space limitations, the library is unable to accept the offer of the Iron Mill model.
• The Board discussed possible solutions to finding personnel to fill the two vacant positions while searches for an Assistant Director and Director are conducted.

Adjournment – the meeting was adjourned at 12:30

Respectfully submitted,

Holiday Collins, for Karen McKoy