

## 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:
  - Capital Budget – Ms Mitchell
  - Operating Budget – Ms Collins, Ms Paisner, Ms Sampson
  - Landscaping – Ms Collins
  - Personnel – Dr McKoy
  - Secretary – Dr McKoy
  - 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