

**Dover Town Library Board of Trustees Tuesday, April 14<sup>th</sup>, 9:30 a.m.**  
**Selectman's Room, Town Hall**

Present: Karen McKoy (KM), Diane Sampson-Zenger (DS-Z), Cathy Mitchell (CM), Beth Paisner (BP), Joan Stapleton (JS), Holly Collins (HC), Alison Piper (AP)

Co-Chair CM convened the meeting at 9:45 AM.

Announcements:

- Cheryl Abdullah has accepted the position of Director and will probably start work in mid-June this year.
- Meeting Dates and Locations

Tuesday, May 12th	9:30 am	Selectman's Room
Tuesday, June 9 <sup>th</sup>	9:30 am	Selectman's Room
- Town Meeting- May 4 & ? 5
- Town Election- May 18

Reports added to minutes:

- Director's Report (Appendix A) JS also discussed the concept of a group of potential substitutes ( budget neutral) for absent employees; the Board agreed with the concept which she will discuss with the town manager. A brief discussion was held with respect to considering reclassification of temporary part-time positions into permanent part-time positions, as well as asking the Personnel Board to reconsider the classification of the director's job to reflect area compensation levels according to the 2008 survey done for the Personnel Board. A motion (D S-Z) was made and approved to discuss this at the next Board meeting.
- Trustee Reports:
  - Friends (Appendix B)
  - Landscaping - HC has initiated weed patrol action.
- Chair Report: Cathy and Diane
  - Appeal Update - D S-Z reported a total of \$5700 raised from the trustee's annual appeal. HC offered to host a reception for the donors of \$500 and over on June 23. Donors of over \$1000 to the library (through any

avenue) will have their names put on the library plaques ( if desired) ; the plaques will be taken down every 2 years for the purpose of adding all names ( next is 2010) – meanwhile temporary name additions will be made to the plaques by JS.

Consent Agenda

- March Minutes were approved.

Requiring Motions :

- Library hours on May 4<sup>th</sup> – Because of town meeting, the Board voted to close the library at 6 PM.
- Library summer hours – The Board voted to keep the library open on Saturdays through June and re-open on Saturdays on Sept 12, as the funds are available in the budget this year for this staffing. A people count will be done to determine the usage of the facility on the Saturdays in June to ascertain policy for future years, if the budget allows.

Other business:

- Staff/Trustee Dinner – a possible date of May 29 will be checked with Cheryl Abdullah and the staff .

The Board voted to go into Executive Session at 10:30 AM. Executive Session was closed at 11:45 AM.

A motion was made and approved to use up to \$300 from the Gift fund to purchase materials for the library in honor of Ellie Herd’s 30 years of service.

The meeting was adjourned at 11:50 AM.

Respectfully submitted,

Karen McKoy, Secretary

## Appendix A

**DATE:** April 10, 2009

**TO:** Board of Trustees

**FROM:** Joan Stapleton

**SUBJECT:** Acting Director's Report

### HONORS

We will be honoring Ellie Herd for her 30 years of service to the library during tea on May 7<sup>th</sup>. We were going to keep it a secret, but news travels fast and we wanted to make sure she would be there, so we told her.

### STAFF NEWS

Christine DiMaritino has accepted the position of Library Assistant for YA Services. She will work 6 hours per week as a general Library Assistant and 10 hours in YA services.

I posted the position of Library Assistant (the 10 hours per week freed up by Christine) and immediately received 5 applications. Hopefully, by the time the Board meets on Tuesday we will have a new helper for the library.

### LIBRARY WEBSITE

Visitors to our website increased again last month: Jan -- 3,071, Feb -- 3,495, March 3,659. Visits from Dover residents were from 41 last month to 87 in March.

### STATISTICS

Circulation remains consistent.

We averaged about 207 visitors/day in February. Not surprisingly, Thursday's Tea Time remains very busy.

### STATE BUDGET CUTS

We have received word that the second half of State Aid will be awarded. We will receive about \$4,000 from this payment.

### NEWS/EVENTS

Thursday, March 19<sup>th</sup> will be the first annual Daffodil Tea – a gathering to welcome spring.

The incubator in the Children's Room is full of eggs. People are signing up to be notified at the first sign of activity so children can actually see the little chicks hatch. Anticipated date is March 31<sup>st</sup>.

We are adding a service dimension to our YA programs and activities. The Junior Service Corps of the Dover Town Library will allow middle and high school students to fulfill their Service Learning requirement while enjoying the library environment. Projects will vary from month to month but the expectation is that students joining as a freshmen will complete the requirement by the end of their junior year.

#### QUESTION/COMPLAINT RECEIVED

This past month a parent complained that her child was viewing You Tube on a computer in the Children's Room and coming up with videos inappropriate for the child's age. She also stated that most of her friends do not allow their children access to You Tube. She assumed we filtered access to the Internet and asked why we didn't. I explained the following:

Filters prohibit access to some important, excellent sites.

Filters work only partially and tend not to filter well sites dealing with drugs and violence.

There is only one filter that works well and that is the parent or adult care-giver monitoring computer use. At home, consider placing the computer in a busy, open area of the house. This is why the two computers in the Children's Room have monitors facing the staff desk area.

All ended well. I am very sympathetic to the challenges facing parents regarding computers. Perhaps this is a topic for a library program.

#### FOOD DONATIONS

We will continue collecting food for "A Place to Turn" in Natick. The need continues to be great and this food pantry serves Dover residents also.

#### MISC.

I queried Minuteman libraries to see how many had Kindles (Amazon's wireless reader). Only Cambridge replied and they generously allowed us to borrow it. It's a Kindle 1 and absolutely fun to play with. We would really like to investigate the Kindle 2 which is even smaller, holds up to 1,500 books, has a longer battery life and will read to you. We are still trying to come up with a place for libraries in the wireless reader world.

## Appendix B

### Friends of the Dover Town Library

Monday, April 6, 2009

- I. In Attendance : Carolyn Ringel, Jane Schmid, Amelia Slawsby, Anita Loscalzo, Lorie Linnell, Cheryl Abdullah, Beth Paisner, Kate Havilan, Jan Stapleton, Madge Caspar (Briefly)
- II. President' s Report – Lorie Linnell, President
  - a. Ms. Linnell, who had served on the Director Search Committee, welcomed b. Ms. Abdullah, the new Director, warmly.  
Erin Gorden is ready to take on Children's and Youth Programming next year.
  - c. Many Library programs are already in place for next year:
    - a) Tales of Peace with Mark Binder is set for early October
    - b) Higgins Wines and Liquors has volunteered to do a BrewFest fundraiser some Thursday evening in October
    - c) Dover Days Book Sale has many volumes already
- III. Treasurer' s Report – Michelle Donatelli, Treasurer
  - a. We made about \$7000 on Spelling Bee
  - b. May meeting discusses budget; will be sent out ahead of time
- IV. Artist of the Month – Jane Bleakley
  - a. Ms. Bleakley was not able to attend, but AoM is moving along well. Ms. Stapleton reported that someone bought a piece of art for over \$900—10% percentage of that is due the Friends per the AoM agreement
- V. Membership/Brochure – Jane Schmid, Membership Chairperson
  - a. Numbers
  - b. Thank you notes
  - c. Changes in yearly membership
    - Following a questionnaire circulated by email, there is agreement that it should be a Sept. renewal with an Oct. “ last call” during library week. Unclear about Friends should be flagged- in database? With card? Some Friends don' t have library cards. There will be a membership meeting after the May 4 meeting.
- VI. Trustee' s Report – Beth Paisner, liaison to the Trustees
  - a. Two new candidates will stand for election in May: Joan King and Elizabeth Russell Freeman
  - b. They have raised \$5K from 47 respondents for appeal
- VII. Fundraising
  - a. Spelling Bee Wrap up- \$7K profit; made the most per team.
    - Wrap up Thursday at Marlayne' s
  - b. Spring Wine Tasting
    - First week of June

- c. Dover Days Book Sale (Sept)
  - All set with books; stored at Carolyn' s house
- d. Early Fall Brewfest- October
- e. House Tour- Madge Casper reports that there are already 3 excellent houses for this year's House Tour (November 8<sup>th</sup>), and that a boutique will be held.
- VIII. Publicity – Amelia Slawsby
  - a. Lot of press on Bee
  - b. Will have Jan put a piece in about the Auction baskets in her library article
- IX. Author & Issues Series
  - a. April 8<sup>th</sup> - Michael King
    - Has been moved to April 15
  - b. May 11<sup>th</sup> - Lesley Perrin Wilson
- X. Children & Youth Programming
  - a. Bringing History to Life – April 1<sup>st</sup>, 8<sup>th</sup>, 15<sup>th</sup> 1:30-2:30
  - b. Tales of Peace – moved to early Fall date
  - c. Saturday AM programming- usually best when we have a repeat entertainer who people know
- XI. New Business
  - a. ElE celebration for 30 years at the library. Friends to provide refreshments at Tea Time on May 7<sup>th</sup>. (see above)

Next Meeting: May 4th at 9AM to be followed by a membership meeting.