

Dover Town Library Board of Trustees Minutes
Tuesday, January 13, 9:30 a.m. Selectman's Room

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

The meeting was convened at 9:30 AM by Co-Chair DS-Z.

Announcements:

- Warrant Appearance January 21 @ 7pm for the FY 2010 library budget
- Nancy Weinstein (library liaison) resignation from Warrant Committee
- Future Meeting Dates and Locations
 - Tuesday, January 13th 9:30 am Selectman's Room
 - *Tuesday, February 3rd* 12:30 Selectman's Room (note change)
 - Tuesday, March 17th 9:30 am Selectman's Room
 - Tuesday, April 14th 9:30 am Selectman's Room
 - Tuesday, May 12th 9:30 am Selectman's Room

Reports added to minutes:

- Director's Report . JS reviewed her report, which is attached (Appendix A)
- Trustee Reports:
 - Annual Appeal . \$5100 has been raised to date from 46 donors.
 - Friends. BP noted that over \$13,000 has been raised by the house tour. A wine tasting event for fund raising is planned for Feb.12 PM. The spelling bee will be held 3/26/09 at the town hall.
 - Director Search. The posting has been cleared for several town sites as well as the MBLC, Simmons, and the University of Rhode Island.

Consent Agenda

- December Minutes were approved.

Requiring Motions

- Teen Furniture. The Board voted to spend up to \$5000 from the gift fund to purchase furniture for the young adult area. A game table will be purchased for this area (also from the gift fund) with the funds previously donated by the Girl Scouts. A plaque will be placed on the bulletin board purchased to honor the teen's fundraising.
- Capital Budget . CM reported the Capital Budget Committee had several questions regarding the planned multimedia system for the community room. In order to address these questions, the request for this year will be made for 6 laptop computers and a charging cart (approximate cost \$7000) and to request the multimedia system and a ceiling renovation for the next fiscal year capital budget request. The Board voted to approve this years' request as above.

Open items:

- Revolving Fund
- Moving utilities to town budget

JS reviewed town manager concerns regarding the changes proposed by the Board on these items; after discussion, the Board agreed to put in for prior notice to cover increased supply costs over budget and to request an increased amount in the upcoming budget for supplies rather than alter the revolving fund. NO further request will be made at present for changing utilities in the budget.

Budget

An increase of the FY 2010 budget will be required because of increased energy costs and salary increases. In addition, state aid may be reduced significantly.

- De-certification Policy

13 libraries have been decertified in the state. The Board discussed and reviewed other library policies regarding extension of borrowing privileges to patrons from these towns with decertified libraries and voted to adopt a policy denying these patrons borrowing privileges. The policy will be written by JS and approved at the next meeting.

Other business

HC generously offered to host a thank event for significant donors to the library in the spring.

The meeting was adjourned at 11:45 AM.

Respectfully submitted, Karen McKoy, Secretary

Appendix A

MEMORANDUM

DATE: January 7, 2009

TO: Board of Trustees

FROM: Joan Stapleton

SUBJECT: Acting Director's Report

STAFF NEWS

I am sad to announce that Tanya Newburg has resigned after 13 years with the library. She is heading into frantic tax time activity but will contact the new director eventually to see if she can help out once again at the circulation desk. I have given her several dates within the next two weeks for a staff

lunch to say goodbye (1/14, 1/16/ 1/23). I will let you know the date she picks and hopefully some of you can attend also.

LIBRARY WEBSITE

We are now tracking activity on our website via Google Analytics. This produces fascinating information. From 12/6/08 to 1/5/09 there were 1,599 visits from 16 different countries including 1 from Australia. Outside of the U.S. the country that visited most was Germany with 51 hits. Within Massachusetts, Watertown visited the most with 962 hits (Dover came in second with 108 hits). The busiest single day was January 5th with 69 visitors.

STATISTICS

Checkouts for December were down slightly from December 2007 but YA activity was up slightly. We averaged 300 visitors per day during the month according to the door counters. (Please treat door counts lightly as they count patrons AND staff, delivery people, garden club attendees, little children running in and out etc.)

PRIOR NOTICE

A "prior notice" was sent to the Warrant Committee on December 18, 2008 requesting an additional \$2,000 for the library's supplies account. This has been a grossly underfunded area for many years and this year we will continue to apply the costs for supplies against this line item. This means we will over spend the original appropriation but it will reflect our actual costs in this area.

STATE AID

In mid-December we received notice that our library is certified and we will receive shortly \$5,576.85. This is the first of two payments. The second payment will be sent by the last quarter of FY2009 unless the economy continues to decline in which case the second payment may not be made.

MINUTEMAN

The router at our library (and every other Minuteman library) was replaced without incident by Minuteman staff. (We did hold our breath about this.) We then upgraded to the latest edition of Millennium software. These two changes will increase the speed and efficiency of our system.

EQUIPMENT

We are in the process of completing an inventory of our equipment with the age and a complete description given for each item. This is step one of our goal to set up a schedule for maintenance and upgrading equipment and software.

The work tables in the Reading and YA Rooms have been electrified so laptops and other equipment can be used at these locations.

A new speaker for the Library's laptop was purchased so that movies can be shown (and heard) on the big screen in the community room. The first movie will be the Bucket List on January 14th.

TEA ON THURSDAYS

We will be serving tea on Thursdays from 2:00 to 4:30 in the Reading Room. A patron who watches closely what we do (and what we don't do) said we should offer tea in the afternoons. He told us that it had been talked about years ago but never happened. We were delighted to tell him that tea was already on the schedule starting January 2009 at least for the cold winter months!

NATICK LIBRARY DIRECTOR POSITION

I talked to Jane Finlay, Assistant Director, at the Natick Public Library as they have just re-posted the Library Director's position. It was originally posted in early December. They had very few (possibly no) applicants but Jane hoped that it was because of the holidays.

FOOD DONATIONS

We have received many donations of food over the past few weeks and will continue to collect these items. Paul Campanis will deliver these items periodically to "A Place to Turn."

