

Dover Town Library Board of Trustees
Tuesday, October 13, 2009 9:00 a.m.
Community Room, Dover Town Library

Present: Holly Collins, Elizabeth Freeman, Cathy Mitchell, Beth Paisner, Library Director
Cheryl Abdullah

Absent: Joan King, Joan Stapleton

Ms Paisner called the meeting to order at 9:05AM.

Announcements:

- Hiring – Ryan Livergood will join the library staff November 9 as Assistant Director. The library assistant position is being re-advertised.
- Request for Flexibility – our request has been approved allowing us to retain state certification.
- Meeting Dates - 10-10, 11-10 ,12-8, 1-12, 2-9, 3-9, 4-13 ,5-11, 6-8 (9:00 am in YA area of library)

Reports added to minutes:

- Director's Report - in addition to the written report, Ms Abdullah reported that she will participate in town wide training for online budget preparation on October 21. Ms Kathy Hall is our Warrant Committee liaison this year. She also announced that there will be training for town boards on the Open Meeting Law.

Consent Agenda

- September Minutes- Ms Paisner moved and Ms Freeman seconded a motion that the minutes of the September meetings be approved as presented. The motion passed without dissent

Requiring Motions

- Capital Budget decision/discussion – We will not put forth a Capital Budge request for FY 2011, but will request funds for improvements to the staff work area for FY2012

- Funds Disbursement: Ms Mitchell moved and Ms Collins seconded a motion that 1. Up to \$1,000 be spent from the data processing line item to replace the failing receipt printers 2. Up to \$6,000 be spent from the funds raised by the Trustees Appeal in 2008 for the purpose of constructing a wall in the community room in conjunction with the activities of the LSTA Teens and Tween's grant. Funds are to come from the Gift Fund. 3. Up to \$5,5000 be spent from State Aid to purchase additional shelving for the Children's area. The motion passed without dissent.

Open items:

- Preventative Health Measures Update – An excellent supply of hand sanitizer in bottles is dispersed throughout the library
- Fall Appeal Letter – Ms. Collins and Ms. King will seek to have the letter in the hands of the townspeople in mid-November.
- Proposed Budget – After completion of training, Ms Abdullah, Ms Paisner and Ms Freeman will begin work on the FY 2011 Operating budget.
- Staff Lunch - Lunch will be provided by trustees for staff on November 10 to welcome Mr. Livergood, and a holiday brunch will be held for staff and trustees (food provided by trustees). December 11 is the tentative date.
- Holiday Hours – *Thanksgiving*: close at 3pm Wednesday, November 25. Reopen Friday, November 27. *Christmas*: close at noon December 24 reopen Monday, December 28. *New Years*: close at noon December 31 reopen Saturday January 2, 2010.
- Long Range Plan – Ms Collins and Ms Freeman will get the committee organized and hold the first meeting in November.
- Upcoming Friends events - Beer Tasting October 22, House Tour November 9, Spelling Bee proposed date March 25. Ms Collins urged trustees to support the Friends and their endeavors.

Adjournment: The meeting was adjourned at 10:50