

**Dover Town Library Board of Trustees**

**Tuesday, December 8, 2009, 9:00 a.m.**

**Young Adult Area**

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

Ms. Paisner called the meeting to order at 9:08 am.

Open Space Committee:

Ms. Amey Moot summarized the committee's meetings to date. They are to meet quarterly or as necessary and request the Library Director or a representative to attend. Their goal for the library is to act as a distribution point for trail maps of the Trustees of the Reservation properties and town conservation areas. There is some concern relating to security concerning publication of trail maps of Dover properties.

Announcements:

Trustees Appeal – Ms. Collins reported that 40 responses have been received totaling about \$6000. Thank You notes have been sent to each donor.

Ms. Abdullah read a thank you letter from the staff regarding the luncheon provided by the Trustees on November 10, 2009 to welcome Mr. Livergood.

Friends Update – Ms. Collins reported that the House tour raised about \$9800 on the sale of 345 tickets.

The Friends will again provide candy canes for the tree lighting.

The Friends would like help from the Trustees with the Spelling Bee in March.

Ms. Abdullah has scheduled a Skinner Auction Night for April 14, 2010 and asked if this could be sponsored by the Friends.

The staff holiday breakfast provided by the Trustees will be on Friday, December 11, 2009 at 9:00am.

Outdoor Lighting:

Ms. Abdullah has met with Karl Warnick, Town Building Supervisor, regarding the low level of lighting outside the building. He has agreed to look into adding more to increase safety and security.

Long Range Plan:

Ms. Freeman reports that the committee has met.

Budget:

The Budget presentation to the Warrant Committee will be on January 13, 2010 at 7:00 pm. We all will attend.

Reports:

Director's Report – Ms. Abdullah reported that the Census Bureau will be using the Lower Room . And that the Lower Room will be closed for about two weeks during the construction which is scheduled to begin in January.

Budget 2010 and Narrative – Ms. Paisner outlined the narrative letter explaining the Level Service Budget. Ms. Abdullah explained the increase in hours for the Library Assistant YA to better serve the teen population. A motion was made, seconded and passed to accept the budget with the hours for the Library Assistant YA increased to 35 hours.

Consent Agenda:

The minutes of the November meeting were approved without comment.

Requiring Motions:

Book Sale Policy – Ms. Mitchell proposed that we accept donations of books written by Dover authors provided they meet the library’s criteria and are approved by the Director. A motion was made, seconded and approved to adopt this policy.

Solar shades – Ms. Abdullah requested solar shades for the Director’s office and the staff room. A motion was made, seconded and approved to authorize Ms. Abdullah to use \$5000 of State Aid for solar shades and chairs for the vestibule.

Executive Session:

Personnel issues. Session began at 10:40 am. Session ended at 11:30am.

Other Business:

**None**

Adjournment: The meeting was adjourned at 11:30am.

Respectfully submitted,

Joan King