

## Minutes

Dover Town Library Board of Trustees  
Thursday, September 10, 2009  
Community Room, Dover Town Library

Present: Holly Collins, Elizabeth Freeman, Cathy Mitchell, Beth Paisner, Diane Sampson-Zenger, Joan King, Library Director Cheryl Abdullah, Amery Moot

Ms. Mitchell called the meeting to order at 9:35 and welcomed Cheryl Abdullah to her first official board meeting as Library Director and introduced Amery Moot from the Dover Open Space and Recreation Plan Committee.

Ms Moot led a discussion of the questions her committee is asking all the town committees to comment on. A copy of the questions is attached. Those questions pertaining to the library involved use of the building by other boards/committees and the public, who handles this use, and the existence of written regulations regarding the use. Ms. Sampson-Zenger suggested that the handicapped access could be improved, especially in the winter, and Ms. Collins and others agreed that we could use more parking spaces.

### Announcements:

- Library Director Ms. Abdullah reported that :
  - 1) the Aris Grant has been submitted.
  - 2) the state aid percent has been set at 18.3% with an appeal for flexibility due 10/16/09
  - 3) a meeting with the state reps regarding the Teen LSTA Grant resulted in a commitment for \$2500 for a large TV for the community room, and permission has been obtained from the Police, Fire and Building Departments to have bistro tables on the lower level. A preliminary budget has been created to include structural changes to the community room to make it more inviting and functional for a variety of programs for all populations.
  - 4) the Dover IT person is assessing all the computers and six laptops are planned for the teens including one MAC computer.
  - 5) there were 32 applications for the Assistant Director position, two rounds of interviews have occurred, and a final candidate from Florida, a man, will meet with the staff for lunch on Friday, September 11,2009.
  - 6) there were no acceptable candidates for the Library Assistant position; another round of advertising will occur.
  - 7) the library is now on the usual winter hours schedule

## Reports add to minutes:

- The Director's Report is included as an attachment. Added to the report are:
  - 1) the private Director's phone line has been cancelled and another menu choice has been added to the library phone number to reach the Director.
  - 2) the contract with the MLN has been renewed.
  - 3) the asset list has been submitted to the Town Hall.
  - 4) September program schedule includes ones on Identity Theft and Retirement.
  - 5) A gift of a dollhouse that had belonged to Amelia Peabody has been received and it was decided to offer it to the Historical Commission as it is too large and fragile for the library to house it.
  - 6) Announced Worcester meeting on 11/14/09 – Your Library: Key to Economic Recovery sponsored by the Mass Friends of Library & Mass Library Trust Association.
- Trustee Reports:
  - 1) Ms. Sampson-Zenger led a discussion about actions the library should take regarding a possible swine flu epidemic. It was decided to purchase and install wall sanitizers, have boxes of tissues available, and have tissue wipes beside each computer keyboard for patrons to use to clean the keyboards. A motion was made, seconded and passed to authorize the Ms. Abdullah to spend up to \$500 from state aid for public health safety regarding the H1N1 flu. It was suggested that a public education program in conjunction with the Board of Health be held at the library.
  - 2) The Friends have requested and had approved a permit to hold a beer tasting evening on 10/22/09.
- Chair Report
  - 1) Ms. Mitchell announced the dates of our meetings to be held on the 2<sup>nd</sup> Tuesday at 9:00 am in the library: 10/13, 11/10, 12/8, 1/12, 2/9, 3/9, 4/13, 5/11, 6/8.
  - 2) The Long Range Plan will need to be updated in 2010.
  - 3) The welcome tea for Ms. Abdullah will be on September 24 at 2:30 pm.
- Consent agenda
  - 1) June minutes – a motion was made and seconded that the June minutes be accepted as written. The motion passed without dissent.
  - 2) Ms. Sampson-Zenger tendered her resignation. A motion was made, seconded and

approved to appoint Joan Stapleton to fill the remaining two years of Ms. Sampson-Zenger's term. The appointment will be made by the Selectmen; a date for us to appear and nominate Ms. Stapleton is needed.

- Requiring motions

- 1) Hovey Fund decision – Ms. Sampson-Zenger will search for the details for determining the index to be used.

- 2) Capital Budget request – Ms. Freeman and Ms. Mitchell will work on preparing the request by the deadline of 10/16/09.

- 3) Revolving fund – we need to know how it works and what has been spent.

- Open Items

- 1) Fall Appeal – the emphasis should be on the library as a learning center for all ages with a specific amount included for the lower level as the goal for the appeal. Ms. Collins and Ms. King will work on the appeal letter.

- 3) Committee assignments remain as determined in the June meeting.

- Adjournment

The meeting was adjourned at 11:45 am.

Respectfully submitted ,  
Joan King, Secretary