

Dover Town Library Board of Trustees

Tuesday, May 11, 2010

Young Adult Area

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

Ms. Mitchell called the meeting to order at 9:10am.

Announcements/Discussion

- Friends – A Dover Town Library banner with the activity info underneath might help attendance at their events.
- Long Range Plan – Survey comments will be put into a readable form. Plan due by 9/2011.
- Town Meeting – Next year every board member will be well-versed on the budgets so we are prepared to defend them at the Warrant Committee meeting, Open Hearing & Town Meeting.

The Director should not be the one to defend the budget.

- The library will be open from 10am to 4pm on Saturday in the summer. A motion was made, seconded and passed to authorize the Director to implement this change. There is no change in the budget.
- Interlibrary loan costs – MLS will start charging for out-of-state materials. We will inform patron when material is requested that there will be a charge that will be collected when material arrives. A consent form will be created to insure payment.

- Donor plaque – Names will be added after 6/30/2010. Decision on Trustees Award tabled until June meeting.
- Outdoor patio – An Eagle Scout is interested in building a patio off the adult area. Ms. Abdullah will look into the cost of a door and request a plan from the Scout.
- Driveway – Ms. Stapleton met with Craig Hughes and he plans to widen the exit driveway in early August.
- Board Positions – new positions for FY 2011 will be assigned at the June meeting.

Report added to minutes:

- Director's Report-
 1. Downstairs is under construction. New track lighting costing \$1050 will be installed allowing dimming and an internet connection to the TV costing \$325.
 2. The people counter will be recessed in the wall.
 3. A 1-cup coffee maker will be acquired for the café area downstairs. Cost is \$250 and money is available.
 4. There is an Ipad in the children's area.
 5. On 5/13 the Thursday tea will be in honor of Karl, Brad and Steve who worked diligently during the flood.
 6. A Master Plan for the best use of our space should be considered.
 7. Staff training – Ms. Abdullah plans a 3-hour training session by the Metrowest Library Association covering reference, customer service, etc. for the whole staff. The library will be closed and lunch will be served.

8. Ms. Abdullah will be on vacation the last week of May and first week of June.

- Trustees Reports: Ms. Collins will complete the weeding.

Consent Agenda:

- The April Minutes were accepted without change.

Other Business:

- The Trustees/Staff dinner will be held in the fall.

The meeting was adjourned at 11:30am.

Respectfully submitted,

Joan King