

## MINUTES

Dover Town Library Board of Trustees  
Tuesday, September 13, 2016 @ 9 am  
Dover Town Library

**Present: Adrian Hill, Cheryl Abdullah, Anne Coster, Tracy Tobin (Friends), Kim Hatfield, Maud Chaplin.**

9.09am meeting started.

### **Reports:**

Appeal – For this coming appeal, we have a 500 donation goal (up from circa 100). Drop date for mailings will be in November. Online method of payment will be offered. Use of school emails blasts will be used for wider dissemination. Also, to connect with new possible community donors and move-in families, the Director is working on a pack for new people to town – an introduction to the Library.

### **Director's report:**

Statistics – library closed November to February for renovations affected holdings and circulations. Even with the Library closed, the attendance was still very strong at slightly over 84,000.

### **Friends report:**

The Dover Days (cotton candy) stand was a great success, with a green screen and resulted in the email list growing to 106 people. Over \$200 was raised. There is a plan to be at Fall Fest (run by the DMA) in October. The House Tour for this Fall has been postponed.

### **Action required:**

June minutes approved.

### **Any other business:**

#### Long range plan:

A market research sub-committee has been formed and will meet soon to confirm their plan. The expected timing is a March 1<sup>st</sup> completion date.

Holiday timing for 2016: Ms. Abdullah proposes that a half day closing for the Library on Friday 23<sup>rd</sup> December to reopen on Tuesday 27<sup>th</sup> December. For the New Year's Holiday, Ms. Abdullah proposed closing from Saturday 31<sup>st</sup> at 1pm and reopen Tuesday 3<sup>rd</sup> January.

At 9.43am the meeting moved executive session to discuss safety matters.

At 10.37am the meeting exited executive session and was adjourned.