

**DOVER FREE LIBRARY**

**October 26, 2015**

**BOARD OF TRUSTEES MEETING**

**Meeting Called to Order: 5:00 PM**

**Present: Hillary Twining, Charles Wheeler, Gene Laycock, Jason Staloff, Meredith Anton and John Flores**

**Approval of Prior Minutes: Hillary moved to accept the minutes from the meeting on September 21, 2015. Meredith seconded the motion. Motion passed.**

**Financial Report: John noted that the expenses reflected in the “Equipment, Furnishing, Service and Maintenance” line item should be coming out of the Capital Fund (currently called “Renovation Fund Costs”). He said he will talk to Randy about making this change in the Financial Report. The trustees asked John if he would invite Randy to attend the November DLF Board Meeting so that they could have a discussion about the \$58, 321.22 donation received from the late Marie Waugh.**

**Hillary moved to accept the September Financial Report. Charles seconded the motion. Motion passed.**

**Director’s Report:**

**John submitted a proposal for the Marie Waugh donation to be used to renovate the library, with an estimated cost of \$26, 716.76 with the balance of funds being designated as renovation funds for future use. The “Beautification of the Dover Free Library” would include replacing all the metal book shelves with wooden ones, replacing the current window quilts with energy efficient shades, replacing the old circulation desk with a new one, adding “Dover Free Library” signage to the exterior building, and purchasing both a state of the art multimedia projector and a baby changing table. Meredith noted the renovations going on at the school and expressed support for making the necessary updates to the Library’s aging décor. She asked John to also consider renovations to the foyer outside the entrance to the Library. Hillary thanked John for the proposal and encouraged the Trustees to think about the proposal in order to discuss it in more detail at the November meeting.**

**John said there are other outstanding repairs to the library that need to be addressed. He said he would contact Jeannette to see if Bobby Holland could come to the November meeting so that the Trustees could determine which repairs might be completed by the Town.**

John requested that the current photocopier be replaced with a wireless copier/printer/scanner. He said patrons are asking to print documents from their personal laptops and are currently unable to do so. The cost would only increase to \$20 a month. Charles moved to allocate the funds necessary to lease the upgraded printer. Meredith seconded the motion. Motion passed.

John said the Library Café is scheduled to be fully completed by the second week of November. He also submitted a “DFL Library Internet Coffee Bar Operating Guidelines” for the trustees to review. The trustees agreed to try to set a date for a Grand Opening at the next meeting.

**Children’s Report:** Tamara submitted a description of her new responsibilities as the library’s Technology Representative, Program Coordinator, and Public Relations/Advertising Representative, as well as her monthly Children’s Report.

Hillary moved to accept the Director’s and Children’s Reports. Meredith seconded the motion. Motion passed.

**New Business:** None at this time.

**Old Business:** None at this time.

**Next Meeting:** Tuesday, November 24<sup>th</sup> at 5 PM.

**Meeting Adjourned:** 6:40 PM.

Respectfully submitted,

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Hillary Twining, Chairperson

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Meredith Anton, Secretary

*These minutes are unofficial. They have not been approved by the Trustees of the DFL. Corrected minutes will be available at the Library after the next regularly scheduled meeting. Public noticed of these minutes have been posted at the following locations: Dover Town Clerk’s Bulletin Board, The Dover School, West Dover Post Office, East Dover Post Office, Dover Free Library, DFL website: [doverfreelibrary1913.org](http://doverfreelibrary1913.org)*

**DOVER FREE LIBRARY**

**AGENDA**

**NOVEMBER 24, 2015**

**Present**

**Approval of Prior Meeting Minutes**

**Financial Report**

**Director's Report**

**Children's Report**

**New Business**

**Old Business**

**Next Meeting:** \_\_\_\_\_

