

DOVER FREE LIBRARY

November 17, 2014

BOARD OF TRUSTEES MEETING

Meeting Called to Order: 5:00 PM

Present: Hillary Twining, Carol Lucas, Charles Wheeler, Meredith Anton, John Flores and Randy Terk

Approval of Prior Minutes: Carol moved to accept the minutes from the meeting on October 20, 2014. Meredith seconded the motion. Motion passed. Hillary moved to accept the minutes from the Special Board of Trustees' Meeting on November 6, 2014. Carol seconded the motion. Motion passed.

Financial Report: Randy explained that he was attending the meeting to request a plan for the Capital Fund. He said that the money set aside for operating expenses currently in the Capital Fund should be in the General Fund instead, and that the Trustees should include an explanation for the taxpayers in the Town Report indicating that the funds are being reserved for two months' operating expenses.

Carol explained that the Trustees had been advised by a previous member of the Select Board to reserve operating expenses for three months, due to the difference between the Library's fiscal year and the Town's fiscal year. Randy said that the Town will have money if the Library needed to borrow it.

Carol suggested including a "Comments" column for the Library's budget in the Town Report much like Economic Development. Hillary said she and John would work on the language for the explanation.

Hillary asked Randy if he knew what the percentage increase will be for Town employees' salaries. Randy said somewhere between two and three percent. He explained that the increase goes to managers, who then decide on changes to individual employees' salaries.

Hillary asked Randy if he had any new information regarding Town employees' health care premiums and funding for health reimbursements. Randy said not yet, but that the funding mechanism has not changed, i.e. the Town will decide to pay "X" amount and employees can choose a plan based on their needs.

Randy discussed in general the benefits of HRAs. He confirmed that he would make the necessary change to the budget, reflecting operating expense funds moved from the Capital Fund to the General Fund. He then left the meeting.

John brought attention to the “Health & Disability Insurance and Flex Admin. Fees” line item and said that as we await further information, the amount is currently coming out of the Capital Fund. He also highlighted that the money for “Programs” had increased to \$4,000 from last year’s \$3,000.

Hillary moved to accept the Financial Report. Carol seconded the motion. Motion passed.

Director’s Report: John reminded everyone that Santa Claus will be coming to the Library on December 6th, from 3:00 to 5:00 and that the former group, Friends of the Library, would be sponsoring the event. He said Tamara will be buying books for the children.

John asked about whether to keep the Library opened or closed on the day after Thanksgiving. The Trustees agreed that it was important to keep it open this year but asked John to keep track of attendance.

John said he had obtained an estimate from John Thurber for the magazine rack in honor of Joanne Blumenthal. He said he had not yet received the funds from Chix on Sticks which were going to be donated toward this project. The Trustees agreed to go forward with the project no matter what and suggested that the funds could be taken out of the Capital Fund if need be. Carol said she would follow up with Chix on Sticks.

Hillary moved to approve the Director’s and Children’s Report. Meredith seconded the motion. Motion passed.

New Business: John shared the estimate from Benjamin Carr for building “Café Dover” in the Library (working title), a coffee bar/seating area to be constructed in the back corner of the Library. Carol suggested we obtain two to three estimates and suggested we bid out to local builders/companies. She also reminded that we need a certified electrician and that it might be prudent to find someone who is both an electrician and a builder. Carol and John said they would follow up with other builders they knew.

Next Meeting: Monday, December 15th at 5:00 PM

Meeting Adjourned: 6:20 PM

Respectfully submitted,

Hillary Twining, Chairman

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 Trustees Meeting. Public notices of these minutes have been posted at the following locations: Dover Town Clerk's Bulletin Board, West Dover Post Office, East Dover Post Office, Dover Free Library, DFL Website: doverfreelibrary1913.org.

DOVER FREE LIBRARY
AGENDA
MONDAY, DECEMBER 15TH
5:00 PM

Present

Approval of Prior Meeting Minutes

Financial Report

Director's Report

Children's Report

New Business

Old Business

