

DOVER FREE LIBRARY

June 23, 2014

BOARD OF TRUSTEES MEETING

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

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

**Old Business:** Randy Terk was present at the start of the meeting to address any remaining concerns the Trustee members had in regards to his role as the library's accountant. Carol relayed the Trustees' request that Randy come to the Trustees first with any questions he might have about the library's financials. Randy reminded the Trustees that the library's financial information is always public, but that going forth he would approach the financials first as the library's accountant and address any concerns directly with the Trustees.

Carol and John discussed past line-item issues. Charles asked Randy if he could add a "Capital Expenditure" line item for the expense of the carrels so that it would be reflected more transparently in the report.

Hillary asked if the Trustees needed to send a letter to Patty Westlake annually in order to request the funds for the library's budget. Randy questioned whether this was necessary or not and suggested the Trustees call Patty to request the full budget appropriation.

Carol confirmed that Randy is still the library's liaison to the Selectboard.

The Trustees thanked Randy for his time and his effort to help them strengthen the best practices between both parties going forward. Randy then left the meeting.

**Approval of Prior Meeting Minutes:** Charles moved and Carol seconded the motion to approve the minutes from the May 19<sup>th</sup> meeting. The motion passed.

**Financial Report:** Carol moved to accept the Financial Report. Meredith seconded the motion. The motion passed.

**Director's Report:**

John explained that the Friends of the DFL suggested postponing the Dessert Social this year due to the lack of response from the targeted speakers. Carol suggested contacting the Northshire bookstore to see if they had any speakers lined up around the same time as the Dessert Social and might be available for the event. Carol also suggested polling library patrons to see if they had any suggestions. John said he would follow up on Carol's idea. Hillary asked John to send the Trustees an update on his progress with the speakers for the Dessert Social.

John reported that Colette Anton has been hired as the Summer Aide.

**Children's Report:** John said that many local children have already signed up for the Summer Reading Program. He said that Tamara is currently on vacation and he congratulated her on her recent work enhancing the library's technological presence, including the DFL website and Facebook page.

Hillary moved to accept both the Director's Report and the Children's Report. Carol seconded the motion. The motion passed.

**New Business:**

John gave Bank Authorization forms to both Hillary and Charles in order for each of them to be able to access the DFL's bank account and sign checks if ever there was a need. Hillary and Charles both signed them.

**Next Meeting:** Monday, September 15<sup>th</sup> and 5:00 PM

**Meeting Adjourned:** 6:10 PM

Respectfully submitted,

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Hillary Twining, Chairman

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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 Trustees meeting.*