

DOVER FREE LIBRARY

October 30, 2017

BOARD OF TRUSTEES MEETING

Meeting Called to Order: 5:10 PM

Present: Hillary Twining, Nancie McLean, Darcy Canu, Cynthia Cohen, John Flores, Meredith Anton, Kevin Stine, and Louis Clark

Approval of Prior Meeting Minutes: Hillary moved to accept the September 2017 minutes. Meredith seconded the motion. Motion passed.

Financial Report: Louis Clark has graciously volunteered to assist in the bookkeeping needs of the DFL. He attended the beginning of the meeting to meet the trustees, and to provide and discuss the “Statements of Financial Position” for July, August, and September of 2017 as well as the July “Statement of Operations.” Mr. Clark explained that he would be focusing on bookkeeping, not accounting, and would in general be following Randy Terk’s previous format. He will also be assisting John as the library begins to use Quickbooks along with help from Lisa Block, who is now doing the DFL’s payroll. Mr. Clark said he would be willing to help prepare the DFL’s budget prior to Town Meeting, but had some suggestions. In addition to making small changes to make the budget easier to read, such as condensing line items like “Office Postage” and “Inter-Library Loan Postage,” Mr. Clark suggested more of a “lump sum” approach when laying out supplemental income/cash receipts. He also pointed to the DFL’s Capital Fund, currently at \$26, 425.00, noting that approximately \$16,000 of that fund will not be available for next year’s budget (approx.. \$9,000 will be left in the Capital Fund after current/remaining budget operating expenses). He suggested that when crafting the budget going forward, trustees will be building the budget around that \$9,000.00 and that they include in the budget, every year, the current year deficit or surplus.

Mr. Clark left the meeting after the discussion about the Financial Report.

Hillary moved to accept the Financial Reports for July, August, and September. Meredith seconded the motion. Motion passed.

Director’s Report: John noted that circulation was approximately double from September 2016 to September 2017 (1,625 from 860). He also reported that the library and daycare boards had met to discuss changes to the parking lot painted striping and that both sides had come to an agreement on the proposed changes. John said the Halloween Movie Night was a big success, with 54 people attending.

John said the roof has been repaired and the leaking has stopped and that David has also repaired the outside steps to the Children's Room. John said the DFL will be hosting the next Windham County Library Director's Meeting on January 9, 2018. Also, Santa's Visit will return this year on December 2nd from 3:00-5:00. The library is looking for volunteers.

Children's Report: Tamara noted the Special Programs offered in September, including Teem Reader Rave, and the Southern VT Wildlife Festival Library Outreach which served approx. 50 at the DFL table. Special Events in October included Teen Reader Rave and Family Fright Movie Nite.

New Business: This was Darcy Canu's last meeting as a trustee. Darcy will be moving to CT. Thank you, Darcy, for your service to the DFL and best of luck. Nancie McLean has been appointed as a new DFL trustee. Cynthia Cohen attended the meeting to consider the possibility of becoming a new trustee, too. Thank you, Nancie and Cynthia.

Old Business: The trustees discussed the progress on the intermittent problem of the ducts overheating in the daycare and library. John said he would follow up with David and Kevin said he would talk with Bob. The trustees discussed the building's exits should there ever be a fire, and noted there is no exit in the back of the library. John mentioned that the daycare children would now be evacuated to the Town Hall should the fire alarm go off again/the ducts overheat or for any other reason. The trustees are concerned about the cause of the ducts overheating and agreed to revisit the issue in subsequent meetings.

Next Meeting: Monday, November 20th at 5:00 PM

Meeting Adjourned: 6:30 PM

Respectfully Submitted,

Hillary Twining, Chairperson

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 notice 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: doverfreelibrary1913.org.

DOVER FREE LIBRARY

AGENDA

Monday, November 20th, 2017

Present

Approval of Prior Meeting Minutes

Financial Report

Director's Report

Children's Report

New Business

Old Business

Next Meeting:

