

DOVER FREE LIBRARY

July 19, 2017

BOARD OF TRUSTEES MEETING

Meeting Called to Order: 5:15 PM

Present: Hillary Twining, Meredith Anton, Kevin Stine, Darcy Canu, Jason Staloff, and John Flores

Approval of Prior Meeting Minutes: Hillary motioned to accept the minutes from the Special Board of Trustees Meeting on June 28, 2017. Meredith seconded the motion. Motion passed.

Financial Report: John said he had talked with Lisa Bloch, the library's new payroll service provider, and that the first payroll transition was successful. He said he would be speaking with her in the next few days about organizing the monthly reconciliations and preparation of financial statements for the board.

Hillary noted that the money from the Capital Fund is now reflected in the General Fund. John brought up the issue of how the library should preserve the funds raised through fundraising efforts. After discussing creating a Fundraising Fund or having donations designated specifically toward a specific program, the Board decided it should seek guidance/advice. John said he would speak with Lewis Clark, who provides financial service to the Pettee Library in Wilmington, and invite him to the next DFL Board meeting to get some advice about how to handle the funds raised through library fundraisers.

Kevin motioned to accept the June Financial Report. Darcy seconded the motion. Motion passed.

Director's Report: John noted that the library had received its first appropriation check, and that the second one is due in August. He said preparations for the DFL Dessert Social were coming together, with dessert donors and volunteers in place, and advertisements placed in local papers. A radio interview has also been scheduled that will air on July 31st. John was happy to report that the library has 215 visitors in one week in June. He also said the first music event at the library had been a success, with 25 people attending.

John discussed the issue of the two damaged library windows that still need to be fixed. John said he had talked with someone from Vermont Vinyl and that one window had arrived but that they said they had to find someone to install it. Hillary said she would talk with Jeanette about how the Library/Town should proceed to get the windows fixed.

New Business: The board and John presented Jason with a parting gift of a library coffee mug and t shirt, thanking him for serving on the board for the past three years. Jason has moved to Wilmington and can no longer serve on the board. He was a great addition and very helpful, particularly with the library's technology needs. You will be missed, Jason. Thank you!

Old Business: The Board discussed the parking situation outside the library and daycare. Tamara provided a layout/drawing of the library's vision for the parking lot going forward, with painted lines and designated areas set aside for the following: Library Patrons and Parents of Children attending Kids in the Country, Bike Parking, Handicapped Parking, A No Parking/No Loading Zone outside the entrances to the library and day care, and A Loading Zone for Parents with Children.

Kevin said he would find out about the legalities surrounding a designated Fire Zone. Hillary said she would talk to Jeanette about getting on the agenda to discuss the parking issue at the next Selectboard Meeting and would attend the meeting. She said she would reach out to Kids in the Country to invite them to attend the meeting so both parties could have a chance to talk about improving the parking lot.

Kevin motioned to adjourn the meeting. Darcy seconded the motion. Motion passed.

Meeting Adjourned: 6:20 PM

Next Meeting: Wednesday, September 20th at 5:00 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 website: doverfreelibrary1913.org.

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AGENDA

September 20th, 2017

Present

Approval of Prior Meeting Minutes

Financial Report

Director's Report

Children's Report

New Business

Old Business

Next Meeting: _____