

DOVER FREE LIBRARY MINUTES
Tuesday, March 18th, 2019

Present: Kevin Stine, Ed Brookman, John Flores, Chris Kelly, Cynthia Cohen, Dianne Guminak

The trustee meeting was called to order at 1:10 p.m.

Public Comments:

-We discussed a letter of concern from the public. These comments were heard and noted.

-There was also discussion of inappropriate use of cell phone use in the library by patrons and also discussion on how to make sure that the library copier use is being paid for.

Approval of Prior Minutes:

Ed motioned to approve the February minutes and Chris seconded the motion.

Financial Report:

-It was noted that the finances are good. We are at 58.63% of budget for the year.

Director's Report:

-It was noted that circulation is up significantly . There were 1,447 items in circulation for the month of February 2019, up from 830 the previous year.

-The library directional signs are in and ready to be hung.

-Books that have been taken out of circulation have been donated to Goodwill. These books are first offered to library patrons and then given to charity.

-parking lot issues- Kevin will share these with the Dover Select board to handle.

Children's Report:

-The program was reviewed and all looks good.

-There was good participation in the February break programs.

Old Business:

-John still needs to speak with Jeanette about proof of coverage of workman's compensation for the library.

-John and Tamara provided their reports before the meeting as requested. This was very helpful.

New Business:

-Reorganization of the board-Chris made a recommendation for Ed to be the chair of the trustees, Dianne to be the secretary and for Kevin to be the treasurer. This was seconded by Cynthia.

-The library policies were revised last May 2018. After allowing the public sufficient time to review them they were officially signed on March 18th, 2019 by Kevin and Cynthia.

The board will continue to review and discuss these policies at the next meeting. A few changes might be needed.

-Strategic planning, policy review and the Dover Free Library Foundation....this will all be discussed at the next meeting,

-Trustee training priorities-Priorities that the board agreed would be useful for the library were :

1. more community involvement. We would like to reach out to the community more...go out into the community with a questionnaire to get ideas and to share what the library does. John will be looking into creating a bookmark/brochure with information about the library hours and programs. John and the board will work on creating a questionnaire.
2. Advocacy speech. We would like to develop a brief advocacy speech for when we are promoting the library.
3. Fundraising.

Agenda for next month:

-strategic planning, SWAT analysis, policy review, how to promote the Dover Free Library Foundation, develop a questionnaire for the public

Next Meeting:

-The next meeting will take place on Monday, April 8th at 1:00

Meeting Adjourned: 2:55 p.m.

Respectfully Submitted,

Kevin Stine, Acting Chairperson

Dianne Guminak, Acting 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.