

**DOVER FREE LIBRARY**  
**September 17, 2008**  
**BOARD OF TRUSTEES MEETING**

**Meeting Called to Order:** 7:00 PM

**Present:** Joanne Blumenthal, Carol Lucas, Charles Wheeler, Cindy Hubert, and John Flores, Randy Terk

**Approval of Prior Minutes:** Joanne moved that the prior minutes be approved. Carol seconded, and the motion passed.

**Financial Report:** A discussion was held concerning the end of fiscal year reporting of the Capital Fund and the transfer from the Capital Fund into the General Fund. The transfer of surplus funds needs to be more clearly noted on financial reports. Randy will be asked to make this notation on statements.

Several questions were raised regarding the financial operation of the Library:

- Can the start of the fiscal year be changed from July 1 to August 1 to reflect distribution of town money to the Library for its operating expenses? How does the town distribute funds at the start of a new fiscal year?
- Why does the town not disperse operating funds to the Library on July 1? This year, the Library Trustees wrote a letter to request operating funds for the start of the fiscal year.
- Carol raised a question about the amount that the Library contributes to its annual operating budget. There seems to be some historical precedence for this. Charles agreed that the question should be asked, and the Trustees will revisit the issue at the next meeting.

Linda Holland, Selectperson, will be invited to meet with the Trustees to discuss these points.

Charles moved and Cindy seconded the acceptance of the financial report as correct based on current reporting methods, with the reservation that the Trustees believe that the fiscal year should be changed. The motion carried.

**Director's Report:** The distribution of funds collected by the Friends of the Dover Free Library focused on the income from the Dessert Social and the sale of books in the lobby. It was suggested that the Friends distribute the funds from these events within 30 days of the conclusion of the event since these funds are used to offset operating expenses at the Library.

John reported that the Library will pilot leasing audio books from the distributor rather than buying them. This should result in a savings. Attendance this summer was good at the extensive range of activities offered. Many patrons used the WiFi to work on their own computers. Perhaps the new AC was a factor.

**Children's Report:** Story Time continues to be popular, although Toddler Twenty has not been as popular. Fourteen summer programs were offered with an average attendance of nine. Thirteen of twenty-five children signed up returned their Summer Reading Records, and read 206 books.

**Old Business:** A discussion of Library policies was postponed until the October 15 meeting. John will provide Trustees with copies of the update *Vermont: A Manual for Vermont Library Trustees*.

**New Business:** Randy Terk was present at the meeting at the invitation of the Trustees. He explained why the General Fund and Capital Fund were listed as one line item, and agreed that they could be separated for ease in tracking. He will do this. He will also change the order of several line items to reflect the order used in the Town Report. He also clarified that his expenses come from the Honoraria & Professional Services line item.

John proposed purchasing 2 new computers to replace outdated ones for Tamara and the Children's Room. He was directed to investigate prices. Also, he was asked to price a small safe for securing various valuable at the Library.

A monthly newsletter from the Director will debut at Dover Day. John announced that a Southern Vermont Wildlife expert will talk about wildlife in Dover. This was arranged by the Library.

The Trustees asked that John look into grants for the library. One might be available to cover the cost of the children's computer.

Thank you notes were sent to representatives of the FoDFL , Judy LaFiura and Judy Jones for the Friends' work on the shed recently donated to the Library..

**Next Meeting:** October 15, 2008.

**Meeting Adjourned:** at 8:40 PM

Respectfully submitted,

---

Joanne Blumenthal, Chairperson

---

Carol Lucas, Secretary