



# Town of Dover

## Free Public Library

32 East Clinton Street  
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Board of Trustees of the Dover Free Public Library  
Minutes of the Regular Meeting, September 8, 2011

### Regular Monthly Meeting:

Board President Alan Bocchino called the September 8, 2011, meeting of the Board of Trustees to order at 7:05 PM

**Roll Call:** Present: Irene Hansen, Carolyn Bishop, Krista Seanor, Alan Bocchino, Helen Pennella, Sherry Lenox

Also Present: Rob Tambini, Library Director

Absent: Carole Walker, Heather Carlton, Dover School's representative and Frank Poulas, Mayor's representative

- **Treasurer's Report:**
- CD \$59,521.21
- TD Account \$8145.73 (checking)
- Sovereign Account \$2816.94 (checking)

Treasurer's Report was approved by Helen Pennella and seconded by Sherry Lenox

### Director's Report

**This report was submitted by e-mail prior to the meeting.**

- The in service day went well. Staff was introduced to the new library system. It was well received.
- Comfort level was good. They were able to work on their own.
- Thanks to Betsy K., director of the Denville Library for the use of the L.C.D. projector for training and Linda Knolls, Morris County Office of Library Information Service for working with Rob and helping to set up the 6 PCs.
- Bills sent to patrons because they owe us fines will need to be done by our library. This service is no longer offered by the county.
- To facilitate, ask patrons for emails and phone numbers.
- Sewer backup has been corrected.

### Old Business:

- New No Smoking signs will be up with the rules and regulations.
- Need suggestions as to how to block sun from new painting (reproduction).

- Check the price of blinds and get suggestion on kinds of blinds.
- Have Sacks come in to give us ideas on window dressings ( blinds, etc.)

#### **New Business:**

- The board would like to be informed of any problems occurring in the library (flooding, etc.)
- We will be receiving \$12,000 less this year and the board will have some hard decisions to make.
- We will need to meet with Mr. Close for clarification of our insurance contributions. We would also like to see a copy of Jif Insurance policy.
- We need to look over the booklet of the 10 Things Library Trustee's Should Know. Some of the are:
  - Who is responsible for the director's review? Krista will be attending two training sessions for review of the Director (when, how, etc.) The town has a form for the evaluation of employees and the director. Krista has volunteered to create the master binder for reference.
  - Library policies should be reviewed
  - Let elected officers know how important the library is in the community
  - Be an active member on the board
  - Listen and learn about the issues
  - Take an oath of office
  - Continuing education, attend workshops, and be on committees
- Concern for mold in the basement and is being checked. Rob is getting mold kits for testing.

#### **ACTION IDEAS**

- No smoking signs should be put up with rules and regulations
- Talk to Sacks about library blinds. Get an estimate.
- Alan will invite Mr. Close to our meeting or meet with him to discuss Jif Insurance Policy.
- Krista will share with us information learned at her two training sessions.
- Krista will create a master binder or quick reference about things library trustees should know
- Check and send the mold kits

#### **Approval of Bills and Checks:**

Motion to approve by Carolyn Bishop and seconded by Krista Seanor

#### **Meeting Adjournment:**

Motion to adjourn by Irene Hansen and seconded by Alan Bocchino

Meeting adjourned 8:35 PM

Submitted by Carole Walker, Board Secretary

Revised by Alan Bocchino, Board President

Next Library Meeting, October 13, 2011