MINUTES

Dover Public Library Advisory Commission
November 20, 2012, 5PM
Conference Room at the Dover Public Library

IN ATTENDANCE: Zach Carter, Margie Cyr, Gertrude Jackson, Scott Koenig, Beth Petit de Mange, Dorothy Snyder

The meeting was called to order at 5PM by Dorothy.

Zach made a motion to accept the September 18, 2012 meeting minutes; Beth seconded the motion. The motion was unanimously approved.

A suggestion was made to start putting an astric by the visiting patron statistic and call it an estimated figure. Beth made a motion to accept the August, September and October 2012 monthly reports; Gertrude seconded the motion. The motion was unanimously approved.

The Mary C. Flood Reading Garden Dedication will take place sometime in the spring depending on the Flood family's desires.

The dedication ceremony to name the Teen Loft after Sophia R. Russell is scheduled for Saturday, December 15.

The full-time Library Assistant and the full-time Library Clerk II positions will be posted and advertised soon. The Library is still short one twelve hour per week Library Clerk I position. There was discussion about staffing levels and whether or not the Library is adequately staffed for the new building. The use of volunteers and whether or not using volunteer help rather than paid staff was discussed. It was agreed that volunteer assistance was useful but that it could not and should not replace fully trained and paid staffing. It was agreed that staffing levels need to be increased in all departments; with critical needs now in the Circulation and Adult Services departments. This is an issue the City will need to address with its annual operating budgets.

Dr. Jill Biden visited the Library on Friday, November 16.

The Delaware Town Meeting will take place here at the Library on Thursday, December 6.

The Friends of the Library are very happy with the bookstore and are making approximately $40 in book sales per day. A fundraiser with Uno Chicago Grill is scheduled for January 8, 2013. Membership is up to between 140 -150; a goal is to have more active members.

American Vending in Dover is providing the vending services in the Library lobby. There is a machine for snacks, one for drinks and one for coffee. The concept of a Coffee Café will be re-visited after the building has been open and operational for a year.

Gertrude made a motion to adjourn; Beth seconded the motion.

Next meeting: January 15, 2013